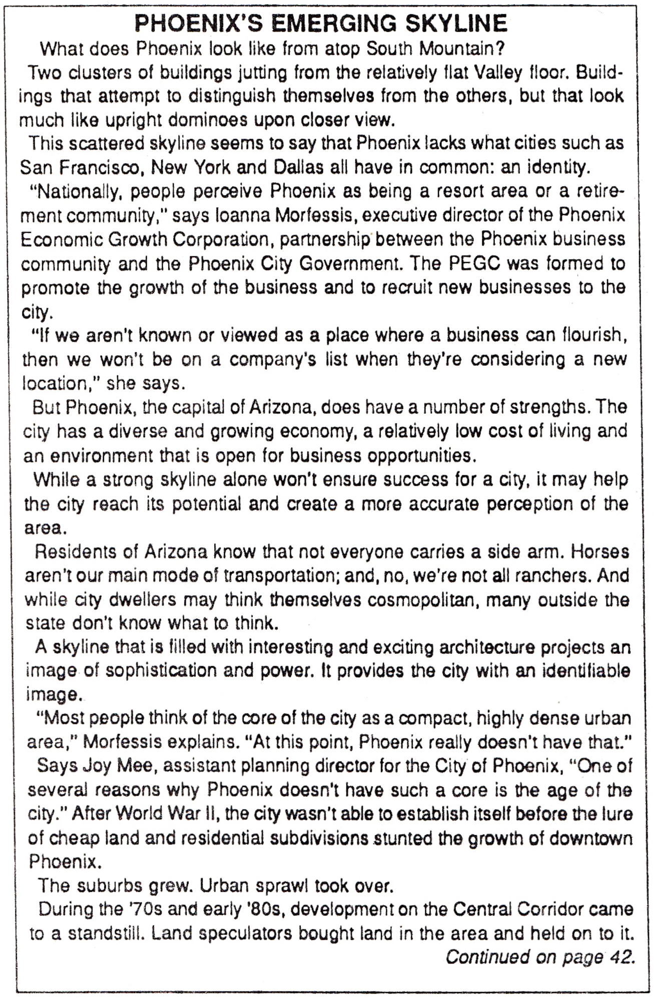
-1- INTRODUCTION

MAGNAPAGE

(1) INPUT TEXT



PHOENIX'S EMERGING SKYLINE

What does Phoenix look like from atop South Mountain?

Two clusters of buildings jutting from the relatively flat Valley floor. Buildings that attempt to distinguish themselves from the others, but that look much like upright dominoes upon closer view.

This scattered skyline seems to say that Phoenix lacks what cities such as San Francisco, New York and Dallas all have in common: an identity.

"Nationally, people perceive Phoenix as being a resort area or a retirement community," says Ioanna Morfessis, executive director of the Phoenix Economic Growth Corporation, partnership between the Phoenix business community and the Phoenix City Government. The PEGC was formed to promote the growth of the business and to recruit new businesses to the city.

"If we aren't known or viewed as a place where a business can flourish, then we won't be on a company's list when they're considering a new location," she says.

But Phoenix, the capital of Arizona, does have a number of strengths. The city has a diverse and growing economy, a relatively low cost of living and an environment that is open for business opportunities.

While a strong skyline alone won't ensure success for a city, it may help the city reach its potential and create a more accurate perception of the area.

Residents of Arizona know that not everyone carries a side arm. Horses aren't our main mode of transportation; and, no, we're not all ranchers. And while city dwellers may think themselves cosmopolitan, many outside the state don't know what to think.

A skyline that is filled with interesting and exciting architecture projects an image of sophistication and power. It provides the city with an identifiable image.

"Most people think of the core of the city as a compact, highly dense urban area," Morfessis explains. "At this point, Phoenix really doesn't have that."

Says Joy Mee, assistant planning director for the City of Phoenix, "One of several reasons why Phoenix doesn't have such a core is the age of the city." After World War II, the city wasn't able to establish itself before the lure of cheap land and residential subdivisions stunted the growth of downtown Phoenix.

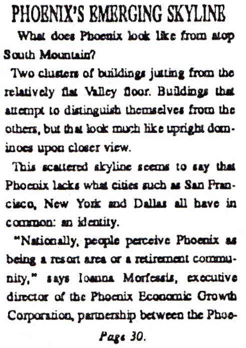
The suburbs grew. Urban sprawl took over.

During the '70s and early '80s, development on the Central Corridor came to a standstill. Land speculators bought land in the area and held on to it.

Continued on page 42.

(2) WRITE THE FORMATS

(3) PREVIEW THE TAKE



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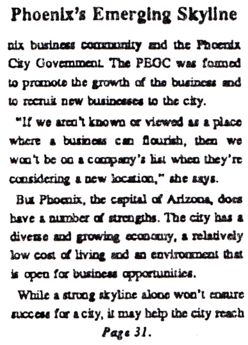
Page 30.



Phoenix's Emerging Skyline

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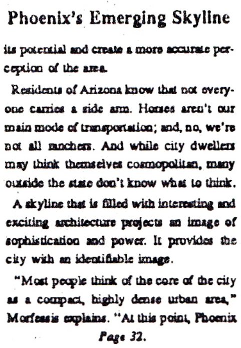
Page 31.



Phoenix's Emerging Skyline

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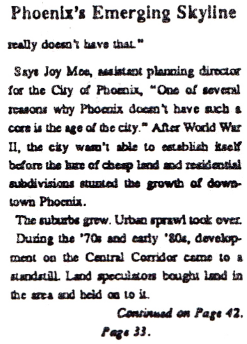
Page 32.



Phoenix's Emerging Skyline

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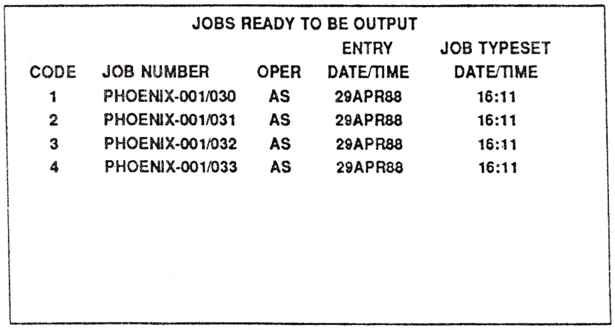
Continued on Page 42.

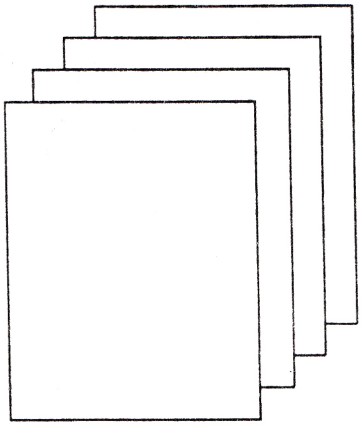
Page 33.

(4) COMPOSE



```
                     JOBS READY TO BE OUTPUT
                                        ENTRY      JOB TYPESET
CODE   JOB NUMBER         OPER      DATE/TIME      DATE/TIME
  1    PHOENIX-001/030     AS       29APR88          16:11
  2    PHOENIX-001/031     AS       29APR88          16:11
  3    PHOENIX-001/032     AS       29APR88          16:11
  4    PHOENIX-001/033     AS       29APR88          16:11
```

(5) TYPESET



-1- PROGRAM FILES/INITL RESULTS

**C:\
FILE LOCATION**

\CONFIG.SYS

System file addressed when computer is powered on. RESET with CTRL/ALT/DELETE. Contains information regarding ANSI.SYS.

\ANSI.SYS

Defines Standards for managing the display, cursor movement, and color configuration. Acronym for American National Standards Institute.

**C:\MAGNA
FILE LOCATION**

**\XCOMP.EXE
Composition Software
Hyphenation Logic**

The "x" character preceding "comp" will vary depending upon the driver. The executable file, *xcomp.exe*, encompasses all MagnaType composition software. If additional options are purchased, such as MagnaPage or MagnaProof, they will also be included in the xcomp.exe file. If upgrading an existing MagnaType site with an option, the current xcomp.exe is overwritten with the program file containing the option(s).

**\INITL.EXE
Clears/Resets Utility Files**

Executed in DOS. This utility affects files as indicated in boxes under the initl.exe box. Executable utility file affecting selected DOS files differently.

WORK.FIL

- Clears Activity Log
- Removes Jobs Ready for Output
- Clears Storage Blocks

1. Create Workarea File

PARAM.FIL

- Resets System Standards
- Resets System Configurations
- Clears Prog. Keys
- Clears Mnem. Xref. Table
- Clears Style Sheet Refs.

2. Create Parameter File

FORMAT.FIL

- Clears Global Formats

3. Create Global Format File

**JOB.FIL
DIRECTRY.FIL**

- Clears All Jobs/Takes
- Resets All Directry.Fil Entries

4. Create Job File

DICT.FIL

- Clears Eng. Supplem. Dict.
- Clears Primary Exc. Word List
- Clears Foreign Lang. Exc. Word Lists

5. Create Dictionary File

FONT.FIL

The following files are cleared:
- Font Specific Tables
- Master Autokern Table
- PI Table (AA-ZZ)
- Font Family Assn. Table

6. Create Font Width File

-2- MAGNAPAGE TERMINOLOGY

PAGINATION	*breaking galleys into user-defined chunks*
CHAPTER/FILE/TAKE	*a paginated job/created by the system during composition/a subdirectory under a job number category*
PAGE VERSUS COLUMN	*can have multiple columns on a page/PH starts a new page*
RUNNING HEADER	*a heading which is repeated from page to page*
RUNNING FOOTER	*a footer which is repeated from page to page*
BODY TEXT	*text within columns on a page defined by a format(s)*
VERTICAL BAND	*expandable vertical space between paragraphs*
CARDING/FEATHERING	*vertical space between lines*
INTERLINE ADJUSTMENT	*referred to when defining vertical space between lines*
SOLID LEAD (SET SOLID)	*vertical justification is not used (a vert just error is reported)*
BASIC LEADING UNITS	*a variable amount of vertical space assigned to a vertical band*
RETRIEVAL HEAD	*defined with an SF and pulled in by a UF within a header*
WIDOW/ORPHAN	*a column of text may neither break where the last line of the column is the first line of a paragraph, nor where the last line of a paragraph is the first line of the column*

HEADING/SUBHEAD	*defined by an HD, lines following the EH constitute a subhead*
LAST LINE CONTROL	*whether or not the system is allowed to break the last line of column which ends with a system-generated hyphen*
EXPANSION/CONTRACTION FACTORS	*values in % assigned to the VA (vertical adjustment) command*
PARAGRAPH LEAD	*used when EPs are present in a job and the PL value is set. The amount of variation will be dependent on the VA*
COUNTERS	*BNxyz (begin number) x = a number from 1-9999 (automatic number counter), y = a number from 1-9 (as specified in PNx), z = a number from 1-4 (number of digits to hold a place.) PNx where x is a number from 1-9 (a number counter).*
FORMAT STACK/NEST	*Before one format is satisfied, another format is invoked "nested". When formats are suspended, storing any unused portion to use another format, it is in a stack for the format is considered nested. Up to 5 formats may be nested.*
TEXT FORMAT	*any format which does not contain a DC but is encountered within a block of text that is under control of a master format*
PAGING FORMAT/CONTROL	*a format written which strings existing pagination formats together*
MASTER FORMAT	*a format containing a DC*
CROP MARKS/CUT MARKS	*horizontal and vertical rules included within a format and used in pagination to mark the cutting edges of a page*

-2- UTILITY FILES - LOCATION AND CONTENT

MAGNATYPE

PARAM.FIL

- System Standards
- System Configurations
- 10 Programmable Keystrokes
- Mnemonic Fmt Ref. Table
- Style Sheet Reference Dir.

JOB.FIL

- All Jobs/Takes

DIRECTRY.FIL

- Location of All Jobs/Takes Stored in Job.Fil

FORMAT.FIL

- Global Format Storage

C:\magna

Originates on Utility Disk

DICT.FIL

- Primary Except. Word List
- English Supplem. Dicts.
- Foreign Language Exception Word Lists

WORK.FIL

- Temp Storage of Edited Jobs
- Temp Storage of Jobs Prepared for Output
- Typesetter Output Version
- 4 Stored Blocks
- Activity Log

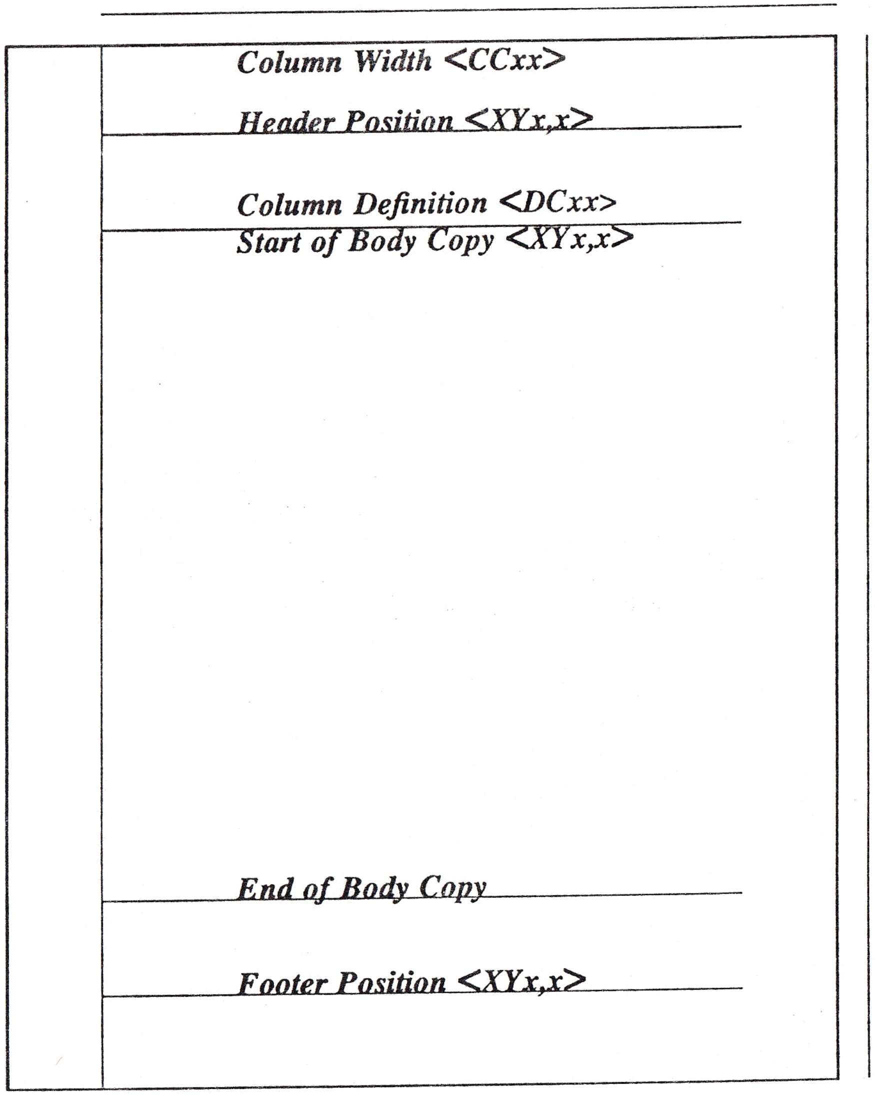
FONT.FIL

- Font Specific Tables
  1. Character Width Values
  2. Autokern Values
  3. Fixed Spaces/Ligatures
  4. $PI Access Values
  5. Tracking
- Master Autokern Table
- PI Table (AA-ZZ)
- Font Family Assn. Table

-3- PAGE LAYOUT/CORRELATING COMMAND CODES

MAGNAPAGE

HEADER	<PH>
END HEADER	<EH>
FOOTER	<PF>
HEAD	<HD>
TEXT	<XYx,x>
COLUMN POSITION	<XYx,x>
COLUMN DEPTH	<DC>
PAGE NUMBERING	<PN> <BN>
TYPEFACE	<CF> OR <FF>
TYPEFACE SIZE	<CP>
LEADING	<CL>
STYLE SHEET	<GS>
BREAK COLUMN	<BC>
CONDITIONAL BREAK	<CB>
LINE ADJUSTMENT	<LA>
VERTICAL ADJUSTMENT	<VA>
VARIABLE LEAD	<VB>
PARAGRAPH LEADING	<PL>
END PARAGRAPH	<EP>
END COLUMN	<EC>


Column Width <CCxx>
Header Position <XYx,x>
Column Definition <DCxx>
Start of Body Copy <XYx,x>
End of Body Copy
Footer Position <XYx,x>

-3- DOS FILES RESIDING ON C:\MAGNA CREATED BY THE SYSTEM

MAGNATYPE

DATMV1.FIL

- For Jobs/Takes Requiring Greater than 32 Kb Memory Buffer During Scrolling and Editing

DATMV2.FIL

- Same Purpose as DATMV1.FIL

.TMP FILES

- SIMOUT.TMP
- PREVIEW.TMP
- GFORMAT.TMP
- JFORMAT.TMP
- CFORMAT.TMP

C:\magna

PRINT.FIL

- Storage for Jobs/Takes Sent to the Line Printer

PROOF.FIL

- Storage Area for Jobs/Takes Sent to Laser Proof Printer

-5- DOS COMMANDS

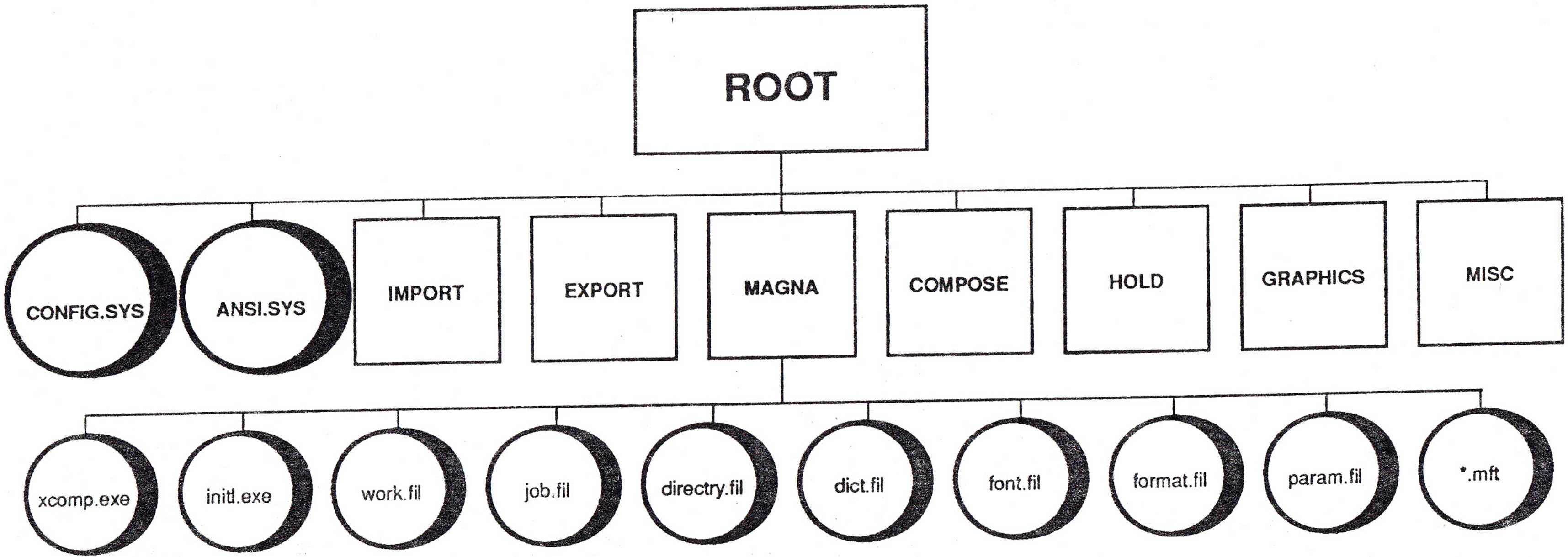
FILE EXTENSIONS & WILD CARDING

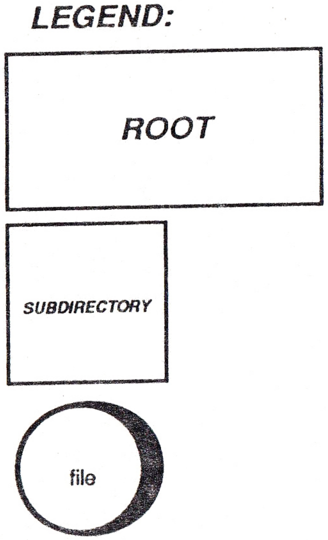
MAGNATYPE

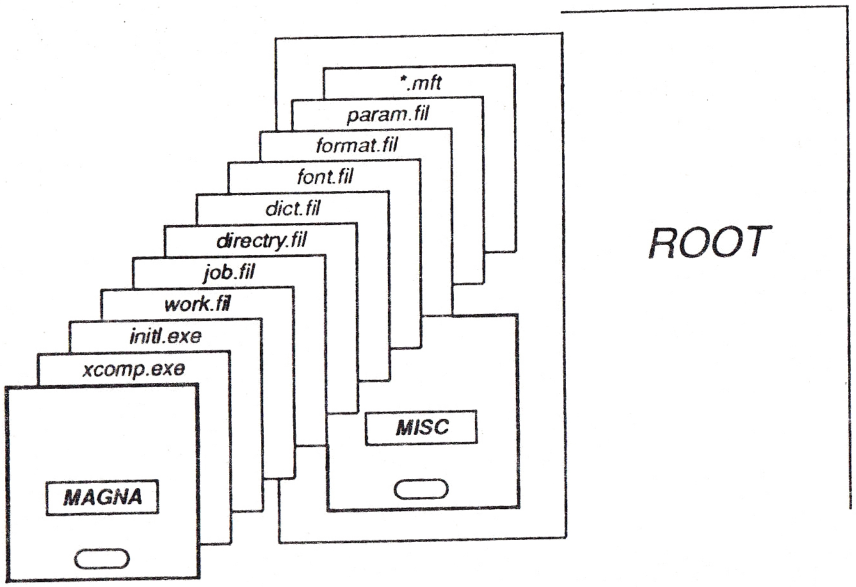
Description	Command	Syntax/Use
Make Directory	*md*	md (space) name of directory
Change Directory	*cd*	cd (space) name of directory
Copy	*copy*	copy (space) from (space) to
Format	*format*	format (space) Drive:
Backup	*backup*	used to duplicate file from the hard disk which is greater in size than will fit on a single floppy disk (for correct syntax, see your DOS manual).
Restore	*restore*	used to write a file from floppy disk to a hard disk which was written to floppy with the backup command (for correct syntax, see your DOS manual).
Directory	*dir*	displays a directory listing; this command is used along with various specifiers such as dir/p for a directory screen by screen.
Type	*type*	displays the contents of a file.
Delete	*del*	deletes files.
Erase	*erase*	removes files.
Copy a diskette	*diskcopy*	To copy the entire contents from one diskette to another.
Extensions		**Meaning to DOS**
COM		*Command.* Identifies a command file that contains a program DOS runs when you type file name.
EXE		*Executable.* Identifies a command file that contains a program DOS runs when you type the file name.
BAS		*BASIC.* Contains a program written in *BASIC* programming language. This type of file can only be run while using the BASIC language.
SYS		*System.* Identifies a system file used by DOS such as config.sys.
BAK		*Backup.* Contains a previous version of a text file. Edlin (shown above) automatically makes a backup copy of a file and gives it this extension.
BAT		*Batch.* Identifies a text file you can create that contains a set of DOS commands which can be run when you type the name of the file. An example would be autoexec.bat.
Wild Carding		**Utilization**
*		Can represent up to 8 characters in a file name or up to 3 characters in an extension.
?		The questions mark replaces only one character in a file name or extension.

-4- DOS ROOT & SUBDIRECTORIES

MAGNATYPE

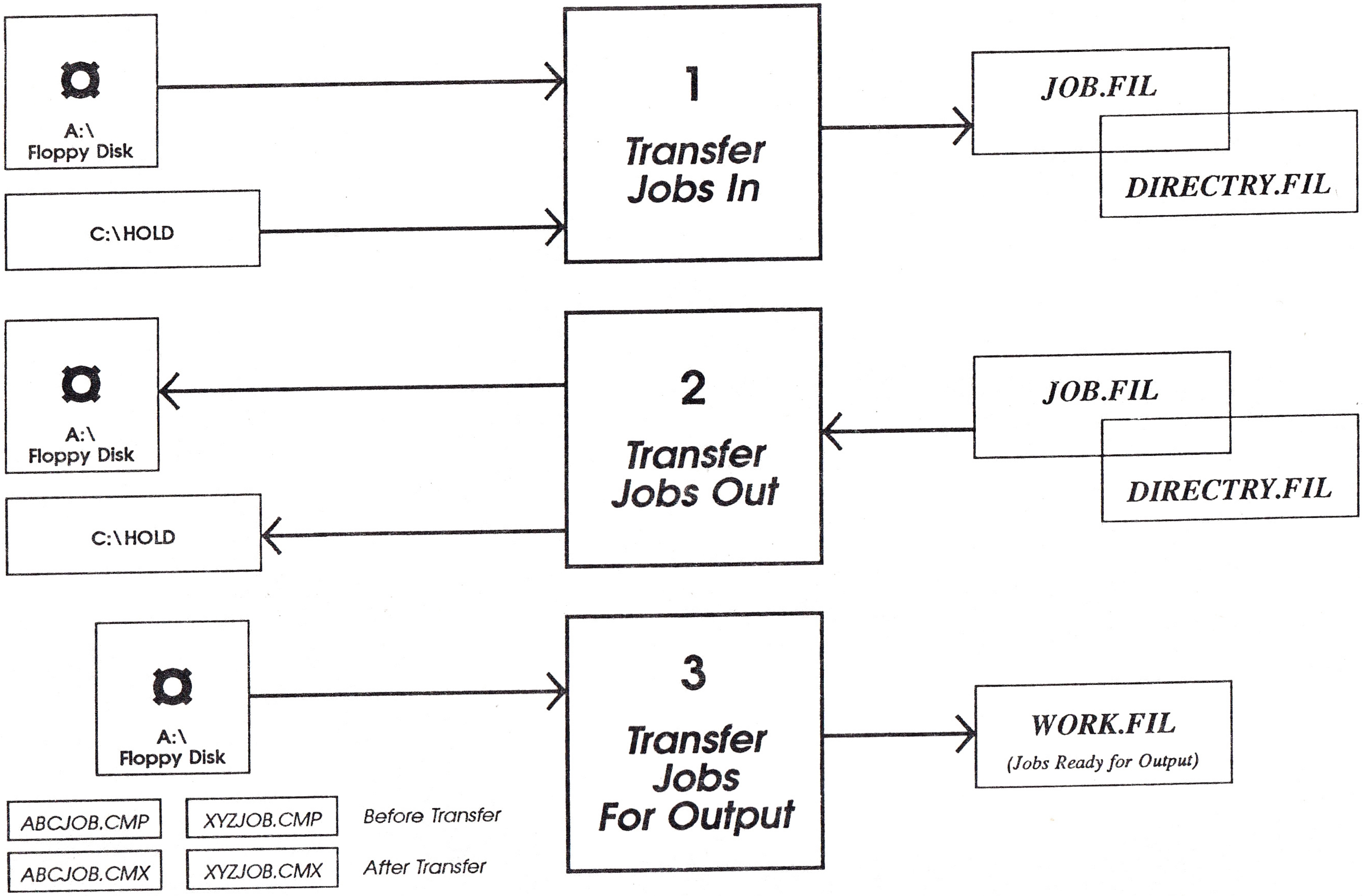

ROOT
CONFIG.SYS
ANSI.SYS
IMPORT
EXPORT
MAGNA
COMPOSE
HOLD
GRAPHICS
MISC
xcomp.exe
initl.exe
work.fil
job.fil
directry.fil
dict.fil
font.fil
format.fil
param.fil
*.mft


LEGEND:
ROOT
SUBDIRECTORY
file


ROOT
*.mft
param.fil
format.fil
font.fil
dict.fil
directry.fil
job.fil
work.fil
initl.exe
xcomp.exe
MISC
MAGNA

-6- TRANSFERRING JOBS IN AND OUT OF MAGNA

IT'S AS EASY AS 1, 2, 3! WITH MAGNATYPE


A:\
Floppy Disk
C:\HOLD
1
Transfer Jobs In
JOB.FIL
DIRECTRY.FIL
A:\
Floppy Disk
C:\HOLD
2
Transfer Jobs Out
JOB.FIL
DIRECTRY.FIL
A:\
Floppy Disk
3
Transfer Jobs For Output
WORK.FIL
(Jobs Ready for Output)
ABCJOB.CMP
XYZJOB.CMP
Before Transfer
ABCJOB.CMX
XYZJOB.CMX
After Transfer

-7- HYPHENATION PRIORITIES ENGLISH
MAGNATYPE

	Priority	Example	Location
①	Discretionary Hyphen	<HH> or ALT H	Within Word Within Job/Take
②	Enter Dictionary Word	<EDMi-Lan>	Within Text Stream Within Job/Take
③	Supplementary Dictionary	Mil-. (root) <SDx> X= 1-99 <XD>Cancels Supplem. Only	DICT.FIL
④	Primary Exception Dictionary	Mil-. Milt-. Mil-i. (roots) <FHe> Call English Dictionary	DICT.FIL
⑤	Hyphenation Logic		XCOMP.EXE

-8- HYPHENATION PRIORITIES/FOREIGN LANGUAGES

MAGNATYPE

	Priority	Example	Location
①	Discretionary Hyphen	<HH> or ALT H	Within Word Within Job/Take
②	Enter Dictionary Word	<EDMi-Lan>	Within Text Stream Within Job/Take
③	Expandable Foreign Language Exception Word Dictionaries	Mil-. (root) <FHe> Cancels Foreign Dictionary Reinstates English	DICT.FIL
④	Hyphenation Logic		XCOMP.EXE

Spanish	<FHs>
French	<FHf>
Italian	<FHi>
Portuguese	<FHp>
German	<FHg>
Dutch	<FHd>

* *Create The Format in -F Take or in [GLOBAL FORMAT AND STYLE REFERENCE OPTIONS]:*

<SF50><TSG.6/5,5,11,17><QC><WR1><QL><EF>

* *Set Up The Cross Reference:*

[4. PERFORM SYSTEM MANAGEMENT TASKS]
 [4. GLOBAL FORMAT & STYLE REFERENCE OPTIONS]
  [4. PROCESS STYLE REFERENCES]
   [1. ENTER STYLE REFERENCE]

```
                    MAGNA TYPESETTING SYSTEM
                    PROCESS STYLE REFERENCE
                 ENTER OR UPDATE A STYLE REFERENCE

STYLE REFERENCE   TAB SETUP                          IGNORE ENTRY
FORMAT NUMBER     50                                 STORE ENTRY
                                                     REMOVE ENTRY
KEY:
  * MAXIMUM STYLE REFERENCE IS 32 ALPHABETIC
    OR NUMERIC CHARACTERS INCLUDING SPACES
  * IF A GLOBAL FORMAT FOLLOW FORMAT WITH A 'G'
```

PARAM.FIL

* *Enter The Style Sheet in Your Job:*

```
      JOB            NAME       ENTRY      LAST REVISION      CHARS   PICAS
HANDOUTS-001-04   KEYCARDS   27MAR88    16MAR88 10:00 AS   277     5.02
```

```
{TAB SETUP}
<MA>
NO. 1<QC>
NO. 2<QC>
NO. 3<QC>
NO. 4<QC>
<MA>
Copy<QC>
Copy<QC>
Copy<QC>
Copy<QC>
<QT>
<TR1,6><QL><XT>
```

-10- A ROADMAP TO FORMATS

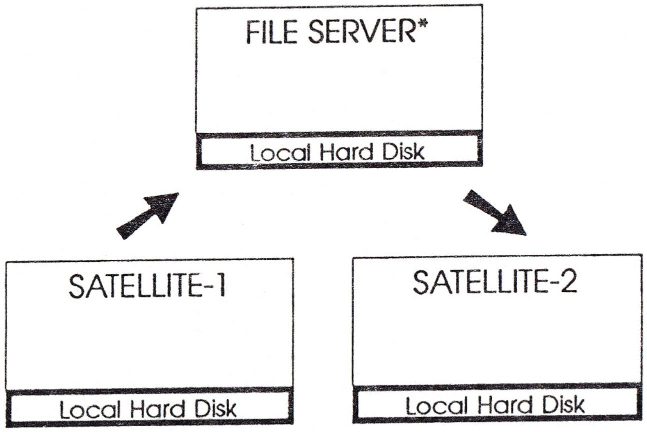
LOCATION, STORAGE & USE

MAGNATYPE

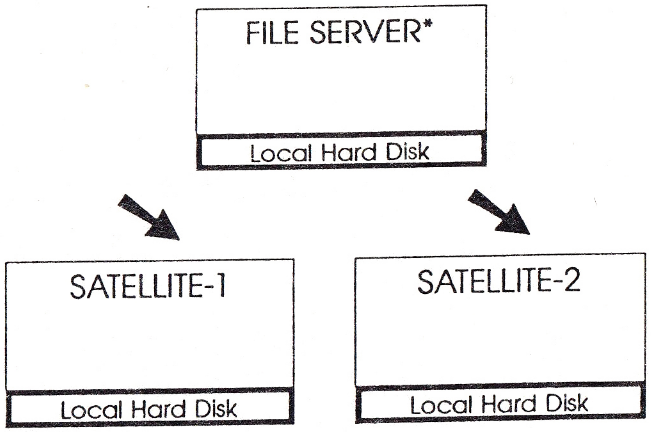
Location	How to Create and Store	How to Use
JOB.FIL	Number Formats from 1-499 <SF> Store Format <EF> End Format <RF> Reuse Format <MC> Merge Code Examples: *In Job* <SF1><CP8><CL9><CC15><CFTB><EF> *In -F Take* <SF1><CP8><CL9><CC15><CFTB><EF>	In Job Stream <UF1> Use <UF1> In Any Take of Any Job within the same job # (job number specific). Or use formats from another -F take <GSJOB#><UFx>
FORMAT.FIL	Number Global Formats from 1-999 <SG> Store Global <UG> Use Global [4. *Global Format* & Style Reference Options] <SG1><CP8><CL9><CC15><CFTB><EF>	Use <UG1> In *Any* Take of Any Job
PARAM.FIL	1 to 256 Mnemonic Cross References [3. Set Up Mnemonic-To-Format Cross Reference Table] Examples: Mnemonic CH *to* 1 (format 1) or; A1 *to* 22G (global format 22)	In Job Stream Uses Format in Current Job, -F Take or global (if cross referenced to a global) ;CH uses format 1 ;A1 uses *global* format 22
PARAM.FIL	Unlimited Style References [4. Global Format and *Style Reference Options]* Up to 32 alpha-numeric characters Examples: 3G *to* CHAPTER HEAD 496 *to* DOUBLE PAGE	To access global format 3: In Job Stream {CHAPTER HEAD} To access format 496: Use {DOUBLE PAGE} If not global, Use <GSJOB#> {DOUBLE PAGE}

-11- FILE SERVER/SATELLITE FILE TRANSFERS

MAGNATYPE With MagnaLink


FILE SERVER*
Local Hard Disk
SATELLITE-1
Local Hard Disk
SATELLITE-2
Local Hard Disk

- *Satellite-1 creates and stores a job ABC-001-01.*
- *The job is stored on its local hard disk and the file server's hard disk. Satellite-2 later requests job ABC-001-01 for the first set of revisions.*
- *ABC-001 is taken from the file server to Satellite-2 for edits (the file is duplicated from the job.fil on the file server to the job.fil on Satellite-2's local hard disk).*


FILE SERVER*
Local Hard Disk
SATELLITE-1
Local Hard Disk
SATELLITE-2
Local Hard Disk

- *If the revision number of the job requested is higher on the file server than on the local hard disk, a copy is pulled from the file server to the requesting satellite (shown above).*
- *If the revision number is the same on the satellite as the file server, a copy gets pulled from the satellite's local hard disk.*

* The *file server* is determined by the MagnaLock and the DigiBoard.

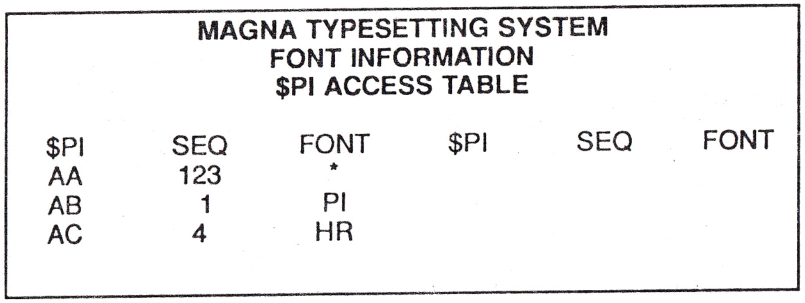
Note: In MagnaLink, the satellites see a directory of the file server's job.fil.

Each satellite and the file server has its own set of *.fil utility files.

-12- PI CODE TABLES/OVERRIDES

PURPOSE: *To enable assignment of virtually any character to a mnemonic for access within a job/take. The character may then be accessed within the job using '$AA', for example, to access a '$' character. Pi code tables can be extremely useful when the backlash character cannot be accessed, such as when importing from remote locations.*

ACCESS: *[4. PERFORM SYSTEM MANAGEMENT TASKS]*
[6. EXAMINE OR CHANGE FONT INFORMATION]
[3. $PI ACCESS TABLE]



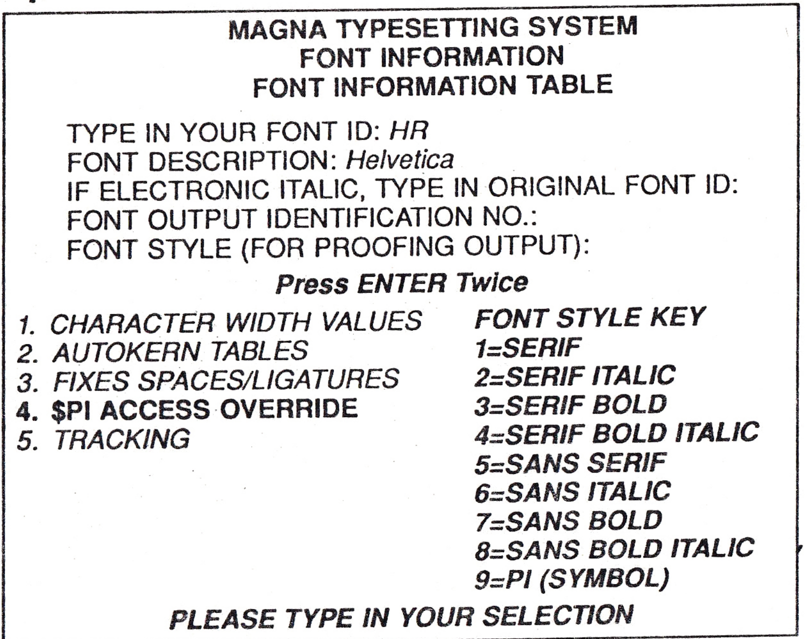
```
             MAGNA TYPESETTING SYSTEM
                 FONT INFORMATION
                 $PI ACCESS TABLE

 $PI      SEQ      FONT      $PI       SEQ      FONT
 AA       123       *
 AB        1        PI
 AC        4        HR
```

NOTES

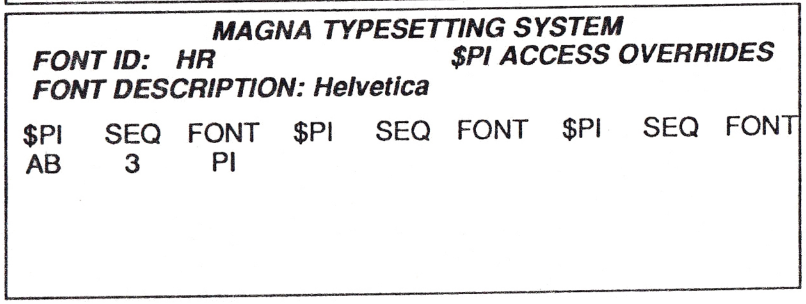
- PI Access used for common occurrences.
- Overrides can use the same mnemonic in all faces.
- Sets pi character, returns to current font.
  For example $AC could be keyed in the job instead of:
  <CFPI>a<CFHR>
- Establish up to 30 exceptions (overrides) for each face.
- Override table takes precedence over Pi Access Table.
- In the job stream, type $AA (see example) to access the sequence 123 Pi character in all fonts.
- Possible mnemonic combinations range from AA to ZZ.

TO OVERRIDE:

[4. PERFORM SYSTEM MANAGEMENT TASKS]
[6. EXAMINE OR CHANGE FONT INFORMATION]
[1. FONT INFORMATION TABLE]

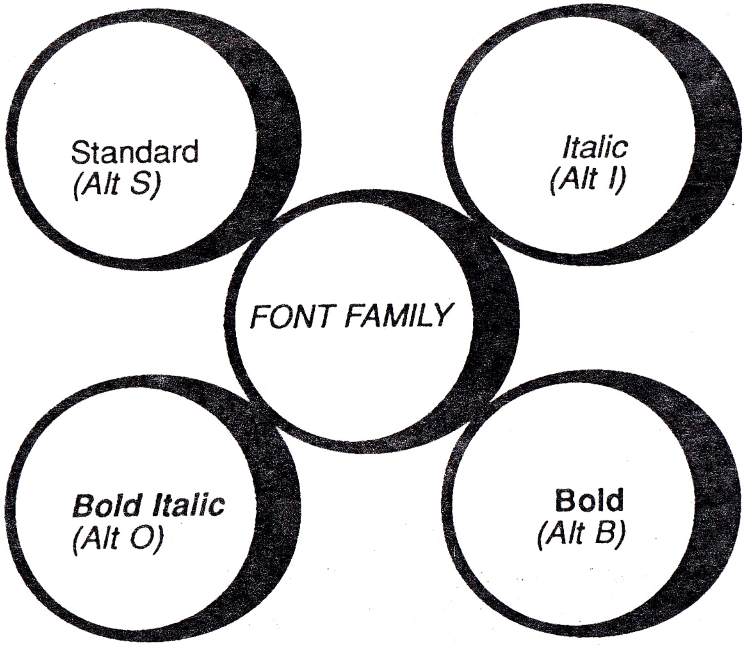


```
              MAGNA TYPESETTING SYSTEM
                  FONT INFORMATION
               FONT INFORMATION TABLE

   TYPE IN YOUR FONT ID: HR
   FONT DESCRIPTION: Helvetica
   IF ELECTRONIC ITALIC, TYPE IN ORIGINAL FONT ID:
   FONT OUTPUT IDENTIFICATION NO.:
   FONT STYLE (FOR PROOFING OUTPUT):
                  Press ENTER Twice
1. CHARACTER WIDTH VALUES       FONT STYLE KEY
2. AUTOKERN TABLES              1=SERIF
3. FIXES SPACES/LIGATURES       2=SERIF ITALIC
4. $PI ACCESS OVERRIDE          3=SERIF BOLD
5. TRACKING                     4=SERIF BOLD ITALIC
                                5=SANS SERIF
                                6=SANS ITALIC
                                7=SANS BOLD
                                8=SANS BOLD ITALIC
                                9=PI (SYMBOL)
          PLEASE TYPE IN YOUR SELECTION
```



```
            MAGNA TYPESETTING SYSTEM
 FONT ID:  HR                  $PI ACCESS OVERRIDES
 FONT DESCRIPTION: Helvetica

$PI   SEQ  FONT  $PI   SEQ  FONT  $PI   SEQ  FONT
AB     3    PI
```

-13- FONT FAMILIES



PURPOSE: *To provide a shorthand method for calling fonts within the job stream. Font family calls eliminate redundant direct font calls. Any selection of four typefaces may be grouped together.*

[4. PERFORM SYSTEM MANAGEMENT TASKS
[6. EXAMINE OR CHANGE FONT INFORMATION]
[4. FONT FAMILY ASSIGNMENT TABLE]

MAGNA TYPESETTING SYSTEM
FONT INFORMATION
FONT FAMILY ASSIGNMENT TABLE

FAMILY	STNDRD	ITALIC	BOLD	OTHER
HR	HR	HI	HB	HO
AVR	AVR	AVI	AVB	AVO

FONT FAMILY COMMANDS

<FFa,b,c,d,e>	Used if font family is not set up in the Font Family Assignment Table. ALT font calls may be used. Can also be used to override <FFa>. The ***a*** is user-definable.
<FFa>	Used in the job to reference the font family set up by the Font Family Assignment Table. ALT font calls may be used.
ALT S	Font Standard (also accessed with <FS>). Calls the standard typeface specified in font family.
ALT I	Font Italic (also accessed with <FI>). Calls the italic or oblique typeface specified in font family.
ALT B	Font Bold (also accessed with <FB>). Calls the bold typeface specified in font family.
ALT O	Font Other (also accessed with <FO>). Calls the other typeface specified in font family.

MagnaType Training Course Materials

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MagnaType

Trainer's Certification Course Outline (Manual) 1 – 30

Trainer's Brief Course Outline (Handout, 15 pages)

Trainer's Lab Exercises (Handout, 21 pages)

End User's Course Outline (Manual) 1 – 30

End User's Brief Outline (Handout, 18 pages)

End User's Lab Exercises (Handout, 20 pages)

MagnaPage

Trainer's Certification Course Outline (Manual) 1 – 14

Trainer's Brief Course Outline (Handout, 9 pages)

Trainer's Lab Exercises (Handout, 14 pages)

End User's Course Outline (Manual) 1 – 14

End User's Brief Course Outline (Handout, 6 pages)

End User's Lab Exercise (Handout, 12 pages)

MAGNATYPE TRAINER'S CERTIFICATION COURSE OUTLINE

__REV4/07-26-88__

PREREQUISITES

A basic understanding of typography and terminology is required. A general knowledge of DOS, as well as familiarity with those DOS commands that affect the operation of MagnaType is mandatory. It is recommended that the trainer have some prior experience with Magna or a similar code-oriented system, as well as output devices. It is also recommended that students read the MagnaType Operator's Reference Manual completely before attending this class.

OBJECTIVES

1. To provide trainers with a well-rounded understanding of the MagnaType product.
2. To produce a team of well-versed trainers who are adept at teaching MagnaType to end users.
3. To ensure that trainers understand the product and carry out a professional image when representing Magna.
4. To assist trainers in every possible way to be successful and accurate when presenting Magna products.

COURSE CONTENT

Scope

This course outline is provided in a downsized manual format, similiar to the existing MagnaType Operator's Reference Manual. The MagnaType Trainer's Certification Course Outline is celephane-wrapped and may be inserted into the existing MagnaType notebook binders for convenient access. It is hoped that this outline serves as a guideline in presenting the MagnaType material in a progressively-disclosed manner such that an easy transition can be made from subject to subject for both trainer elect and instructor.

Dates/Times

Prospective trainers should understand that five full days will be necessary to cover all planned material. If flying to the class site, schedules should be arranged to depart well after 5:00 p.m. on the last day of class. This course is based upon a minimum of seven hours per day. An estimated 35 hours of lectures, labs, reviews, and exams encompass this course. The instructor should allow for at least that amount of time, although the beginning and ending hours of class may fluctuate according to instructor discretion. Regular breaks (usually two per day in addition to a lunch period) should be offered for the comfort and continuing attention of students. Be sure that break times are limited. A statement like 'let's meet back here in 10 minutes' might be beneficial so that breaks don't turn into 30-minute free-for-alls.

Instructor's Tool Kit

To assist authorized representatives of Magna in conducting MagnaType Trainer's Certification Courses, several tools are provided and are listed in this section.

1. MagnaType Trainer's Certification Course Outline - Mentioned throughout this course outline are several suggestions for trainers in presenting MagnaType material. The course not only covers technical material in a logical order, but also suggests methodology in training, use of overhead slides, and how to gather information about the customer before training and following up after the class is complete.
2. Trainer's Certification Lab Exercise Diskette and instruction sheets - Emphasis on system administration, system housekeeping, and composition concepts. (See also Trainer's Tool Kit.)
3. Precertification Form - This form is be sent to trainer elects prior to class. The form should be completed and returned to Magna in a timely fashion to determine knowledge level and experience. These forms must be completed and returned before trainer elects can attend class.
4. Dealer Confirmation Letter - It is the responsibility of each instructor to send this letter to each dealer (of trainer elects) prior to class.
5. Trainer Elect Confirmation Letter - This letter should accompany the Precertification Form. The purpose of the letter is to welcome the student and to provide a brief outline of the Trainer's Certification course prior to class.

6. A brief Trainer's Certification Course Outline - Accompanies the confirmation letter. Gives the trainer elect insight as to course content. A copy is also included in the Trainer's Tool Kit.
7. Student Evaluation Form - Each instructor must complete one of these forms for each student. This will assist the Magna Training Supervisor in making a decision for certification acceptance. (Instructor submits to Magna Training Supervisor.)
8. Training Course Evaluation - The instructor will distribute this form to each trainer elect at the end of the course. These must be completed in the class and should be submitted to the instructor in sealed envelopes. (These forms will also be submitted to the Magna Training Supervisor for future curriculum enhancements and to assist in evaluating instructors.)
9. Trainer's Written Exam - The instructor will distribute these exams on the last afternoon of class. The results will be a contributing factor for certification as a trainer. (Instructor submits to Magna Training Supervisor.)
10. List of Overhead Slides - The slide set in the Instructor Tool Kit is more extensive than the slide set selected for trainers.
11. Overhead Slides - A full set of overhead slides is provided to demonstrate the advantages of their use and assist the instructor in describing complex concepts to prospective trainers.
12. Trainer's Tool Kit - Use of this kit is described within this outline.
13. End User Handouts - This handout packet provided during this training is a sample of what will be distributed and used during End User Classes. A supply of handout packets for each trainer will be available to all authorized dealers of Magna products.
14. A complete set of MagnaType software and Preview Fonts.
15. A MagnaLock and DigiCom 8 Board for lecture and demonstration purposes.

Trainer's Tool Kit

In order to be as organized and efficient as possible in training end users, Magna provides each *certified* trainer with a Tool Kit. To provide professional training sessions and to assist trainers, several forms, letters, and a training outline are provided in the kit. The purpose, description, and use of each tool is described here.

1. Pretraining Form - Once the MagnaType software installation has been completed, initial contact should be made with the end user. The dealer should inform trainers who the contact person is (the owner, system supervisor, etc.). Use this pretraining form to gather information about the customer site *(use overhead slide here to explain form)*.
2. Confirmation Letter - with the Pretraining Form completed over the telephone, follow up with the Confirmation Letter to the customer contact person. It is the responsibility of the trainer to submit a copy of the Pretraining Form and the Confirmation Letter to Magna upon completion of customer training.
3. A brief Trainer's Certification Course Outline - for use throughout this course for reference by the trainer elect.
4. Trainer's Certification Lab Exercise Diskette and instruction sheets - Emphasis on system management, system housekeeping, and composition concepts.
5. End User's Training Outline - This training outline is meant to serve as a guideline when teaching end users. During this course, suggested methods of teaching, controlling the class, breaks, lecture suggestions, labs and reviews will be covered. (End user handout usage is detailed within the MagnaType End User's Course Outline.)
6. Student Evaluation Form - each trainer is required to fill out a Student Evaluation Form for each student upon completion of each training session. In this way, a record can be kept at Magna regarding expertise level and can be utilized by Magna Customer Support personnel. (Trainer submits to Magna.)
7. Training Course Evaluation - It is the responsibility of each trainer to get a completed evaluation form from each student before class is dismissed on the last day. In this manner, Magna can constantly improve the quality of training curriculum and minimize follow up customer support activities. (Trainer submits to Magna.)

8. End User Sign Off Sheet - All trainers must have the customer contact (system supervisor who has completed the entire course) *complete and sign* the Sign Off Sheet. The customer should be made aware that customer support activities cannot commence until Magna receives this in Sherman Oaks. (Trainers submit to Magna.)
9. End User's Written Exam - to be distributed to customers on the afternoon of the last day of class (refer to End User's Course Outline).
10. Customer Follow Up Form - The purpose of this form is to provide a checklist of questions to assist trainers in following up with the customer. This can be filled out by telephone and provides a measuring stick as to how well the customer has grasped the information. The telephone call and completion of this form should occur within two weeks after completion of training. (Kept at dealer site with customer file.)
11. Trainer Notepads - During the week of their Trainer's Certification Course, trainers can utilize Trainer Notepads which provide subject matter and a place for notetaking to supplement End User Course Outlines while they are in the field training customers.
12. Magna Product Overview - A general description of all Magna products (also provided as an overhead).
13. List of Drivers - serves as reference material.
14. End User Training Handouts - Each trainer will also receive a sample end user training packet which would be distributed to each student at the time of training. Details of the packet and suggested times to describe handouts are referenced throughout this outline.
15. Trainer's Overhead Slide Set which correspond to End User Handouts are provided as part of the Trainer's Tool Kit and may be used if an overhead projector is available at the customer site.

End User Training Handouts - Each trainer is provided with a set of End User Handouts. Reference to each handout is made throughout this outline and the End User's Outline as to recommended usage. Handouts are organized in a supplemental Magna folder and are catagorized by topic in the order in which they will be covered in class. Instructors should discuss the benefit of each End User handout with trainers and ensure that trainers reference these when training users. (In many cases, this handout set is also provided as part of the Trainers Overhead Slide Set.)

1. End User Training Handout Contents - Assists the trainer in referencing documents and helps the end user locate referenced material.

2. A brief End User's Course Outline
3. MagnaLink Documentation
4. MagnaProof Documentation
5. Access Program Documentation
6. MagnaFile Documentation
7. Preview Documentation (Optional Product Documentation)
8. Software Updates (if applicable)
9. (2) Lab Exercise Diskettes with corresponding instruction sheets - Diskette 1 deals with the system manager and subject matter covered on the first day of class; diskette 2 is aimed at the typesetters, covering Magna operation and composition command code exercises on days 2, 3, and 4.
10. Sign Off Sheet
11. Illustrations (handouts) correspond to course outline.
12. Typesetter Specifics (including Linotype models, Compugraphic models, Apple LaserWriter, Autologic, AM models)
13. Function Keyboard Templates (top/side)
14. Supplemental Magna Folder Cover to hold student handouts

NOTE: MagnaType Manual (separate manual). The manual is referenced throughout the End User's Course. Manuals should have already been distributed to customers during installation.

INSTRUCTOR PREPARATION

1. Follow up by telephone with each trainer elect to verify class times/dates and to initially introduce yourself as the instructor. Encourage each student to bring a 'working' floppy which may be formatted in class and used to take any examples back with them. *A precertification form should be completed by the instructor to assemble information about trainers.*

   Verify the spelling of each student's name and company. Send the confirmation letters to dealers and trainer elects.

2. Verify classroom facilities and PC availability. If an output device is available, verify that it and all other hardware is operational. Check

with appropriate personnel regarding existing data on classroom PCs if necessary.

3. Procure software and MagnaLocks for all PCs to be used for classroom labs.
4. Procure a sufficient amount of Trainer's Tool Kits and End User Training Handout from Magna *prior to class*, including three (3) Lab Exercise Diskettes per student. (Note that all training materials should be copied and collated at Magna to ensure consistency and be made available to all dealers/trainers as necessary.)
5. Have a MagnaLock and DigiBoard with cables available for demonstrating to students.
6. Check to see that an overhead slide projector will be available on the scheduled class dates.
7. Always have a verified current version of the MagnaType Software available (with MagnaPage and MagnaProof turned on), as well as a Utilities Disk, a Preview Font Disk, and the three (3) Lab Exercise Diskettes.
8. Make up name cards and/or name tags.

DAY 1

INTRODUCTION

Instructor Introduction - The instructor should begin by introducing herself/himself and describing any pertinent personal related background to typography, training, etc.

Student Introduction - Each student should be provided with a name card which can be placed at each corresponding work area. In this manner, students and instructor alike can become acquainted. Each student should be asked to introduce herself/himself including name, position, current work activities, pertinent background, and what is hoped to be gained by attending the class.

Course Introduction - The instructor should take this opportunity to briefly describe the materials to be covered on each day. (*Use Course Outline overhead slide.*) The training approach should be covered, describing lectures, labs, reviews, exams, and assignment details. Questions on any related subjects should be encouraged, however, if too much sidetracking is allowed, lengthy discussions may become unproductive and there will not be time to cover the planned subject matter. **Stay on track!**

Distribute the Trainer's Tool Kits and End User Training Handouts and explain the contents of each piece and how it will be utilized during the class (refer to Course Content). Describe the benefit of using an overhead to teach as well as providing students with a corresponding handout. In many teaching situations, students tend to take notes rather than listen to lecture. It is extremely difficult to do both at the same time.

Lab Exercises - A *Trainer's Certification Lab Exercise Diskette* is included as a handout to provide consistency in presenting course materials. The exercises found on the diskette cover the material of each previous lecture. Included within this course outline is a large notation marked ***'LAB EXERCISE'***. A correlating instruction sheet accompanies each lab. Exercises have been designed to allow each student to either work alone (or in groups, depending upon hardware availability). Instructors should always be available to answer questions as required.

Before students begin each lab, make sure that everyone understands what the purpose of the exercise is, what the results should be, and how much class time has been allotted. Labs should typically take between 45 minutes to one hour.

Two (2) *End User Lab Exercise Diskettes* comprise the End User lab Exercise set which are geared toward system management (disk 1) and composition-oriented work (disk 2). A detailed description is included in the MagnaType End User's Course Outline. The first lab exercise includes creating personalized name cards. Students can be as creative as they want in typesetting their own cards, while staying within the guidelines of the lab.

Lab Exercise 11 provides guidelines for the student to typeset his/her own *Magna Training Certificate*. The lab includes drawing boxes, rules, using X-Y coordinates, and incorporates many of the composition command codes covered in the previous lectures.

Illustrations describing concepts which may require lengthly explanation and discussion (hard to grasp ideas) are provided as handouts as well as overhead slides. The intent of each illustration is to visually aid both the instructor and trainer thereby eliminating multiple questions and enable quick reference for verification of facts. Illustration topics are listed below and are referenced where applicable throughout this outline.

1. Program Files/INITL Results
2. Utility Files - Location & Content

3. DOS Files Residing on C:\; Created by the System
4. DOS Root & Subdirectories
5. DOS Commands
6. Transferring Jobs in & Out of Magna
7. Hyphenation Priorities/English
8. Hyphenation Priorities/Foreign Languages
9. Formats - Cross Referencing, Style Sheets
10. A Roadmap to Formats - Storage & Use
11. File Server/Satellite File Transfers
12. PI Code Tables/Overrides
13. Font Families

Tour of MagnaType Operator's Reference Manual - As a prerequisite for attending this class, prospective trainers should have read the manual. Nevertheless, ensure familiarity by walking through each section, describing where to find information and use of the Quick Reference Guide.

Description of Magna Products - *Use the Magna Products Overview slide.* A brief, yet concise description of each Magna product should be covered here as prior exposure to products may vary from student to student. The product descriptions should encompass MagnaWord, MagnaType, Preview, MagnaPage, MagnaLink, MagnaFile, and MagnaProof. It is important to emphasize that this class is focused on MagnaType Trainer's Certification and is not intended to include training of products other than *MagnaType*.

Description of Supported Devices - *The Typesetter Specifics handout may be described at this time. Explain that the topic will be covered in more detail later in the class.*

LAB EXERCISE

Lab Exercise 1 (complete instructions found in the handout) is an oral lesson in role playing. Using the forms described in the lecture, two students will participate in the initial customer phone call. Depending upon class size, additional forms can be used by groups of two in similiar scenarios. This gets the class involved early.

MAGNA-TIZING YOUR PC

Use of the MagnaLock

Appropriate ports

Connecting output devices to the MagnaLock

Correlation to software - 1 MagnaLock per computer

Damaged or faulty locks

Use of the DigiCom 8 Board with MagnaLink

8-port serial board

MAGNA SOFTWARE

Floppy Diskette Handling - Care and content.

MagnaType Program Diskette - xcomp.exe, initl.exe, config.sys, ansi.sys. *Use Handout Illustration describing Program Files/INITL Results.*

config.sys - must reside in the root directory. The DOS command *edlin* may be used to edit an existing config.sys or it may be loaded in from the Magna-supplied Program Diskette. (Refer to 'Running MS DOS' for further information.)

ansi.sys - This file may also be loaded in from the Magna Program Diskette if it does not reside on the system.

INITL - Describe the results Initl has on each x.fil and what aspects of Magna are affected.

1. **Create Workarea File** (work.fil) *Removes all composed files and clars the log.*
2. **Create Parameter File** (param.fil) *Deletes all customer modifications.*
3. **Create Global Format File** (format.fil) *Erases all global formats.*
4. **Create Job File** (job.fil) *Erases all jobs in the system.*
5. **Create Dictionary File** (dict.fil) *Erases all dictionaries.*
6. **Create Font File** (font.fil) *Erases all font widths, kerns, pi character access, etc.*

Also explain effects of [Primary Selection Menu]

[4 Perform System Management Tasks]
[7 Clear Log]

Utilities Diskette - *Use handout illustration on Utility Files.* Cover the description and purpose of the seven files residing on this diskette.

Utility Files

1. PARAM.FIL
2. WORK.FIL
3. FONT.FIL
4. DICT.FIL
5. FORMAT.FIL
6. JOB.FIL - Refer to overhead to describe necessity and importance of relationship between *JOB.FIL* and *DIRECTRY.FIL*
7. DIRECTRY.FIL

System Generated Files

Describe the five DOS system-generated files created by the system including when and why they are created.

1. DATMV1.FIL
2. & DATMV2.FIL
3. SIMOUT.FIL
4. PRINT.FIL
5. PROOF.FIL

Describe how and why .tmp files get created/recreated.

DOS COMMANDS

It is essential that the user have a basic understanding of DOS commands that relate to Magna software. *Use of the DOS Command overhead slide is beneficial here.* Describe each command and provide examples for each.

md	*make directory*
cd	*change directory*
format disk	*recreates root directory*
copy	*syntax from - to*

backup	
restore	
dir	directory
type	
diskcopy	*copy contents from one floppy disk to another*
erase	

Explain wild carding

Explain file extensions

del	*deleting files (always do a dir *.* first to verify)*

CONCEPTS OF ROOT AND SUBDIRECTORIES

Use *DOS Root & Subdirectories Handout* here to emphasize the importance of directory location.

Discuss autoexec.bat and the importance of it not taking the user directly to a sign on. Make sure users understand their own autoexec.bat should bring them only into the root.

INSTALLING THE SOFTWARE

Before installing the software, select a student to copy the software using the DOS copy command. During this exercise, each student (class size permitting) should participate in this *initial instructor-supervised lab exercise.* This will provide the instructor with a measuring stick as to how comfortable the students are with DOS and a review of the last subject. Each student should be able to format a disk, copy Magna disks, make (sub)directories, and change directories before proceeding.

The instructor assists a selected student in loading the software based upon the assumption that it is a new installation.

Program Disk

copy	*a:\*sys* to copy ansi.sys and config.sys to the hard disk at the root directory.
md	*magna*
cd	*magna*

copy _a:*.exe_ to the magna subdirectory

Utilities Disk

copy _a:*.*_ copies all files from the Utilities disk to the Magna subdirectory

Preview Font Disk

copy _a:*.mft_ copies all preview fonts from the Preview Font Disk to the Magna subdirectory

Connect the MagnaLock to the PC. Ensure the students understand the connection and purpose of the hardware key.

Reset the PC _Ctrl/Alt/Delete_

cd _magna_ to access the Magna directory

Type _xcomp_ (replace "x" with the letter of your module)

LAB EXERCISE

Lab Exercise 2 includes copying the software, loading the Program, Utilities, Preview fonts, and connecting the MagnaLock to the PC. Each student builds his/her own system.

REVIEW

PRIMARY SELECTION MENU

Enter moves forward through selections

Esc generally moves back one menu

Trainers should be aware that customers may ask where to locate the software version number. Since it appears at the signon, this is a good time to discuss it.

[Field shown on Primary Menu] Explanation of *Space Available.*

This field may alarm new users so it is a good idea to explain to trainers what these numbers mean at this time. Frequently, the job field will be **0**. Thus, the user has the misconception that no job space is available. Clarify with the following: 'All Magna jobs are held in a DOS file called *job.fil*. When new jobs are added to job.fil, it is ***expanded*** in sector blocks. Each time an addition only occurs to job.fil, the upper *DOS* number decreases and the lower *Job* number may increase. Every time a job is deleted directly or indirectly, the job number field increases. Space is not returned back to DOS, however.

[3 CREATE A NEW JOB] Describe and differentiate each below:

Job Number, Job Take, Revision Number, Job Name

JOB-001-02 NAME

Purpose and creation of an **F-take**. (Reserve discussion of formats for later; talk about benefits of using the same formats in multiple jobs.)

Describe job screen banner/end of job tracks

[Editing Complete] Menu

[Change The Job Number]

[Change The Job Name]

[Save The Job/Send To Printer]

[Save The Job/Prepare For Output]

[Save The Job]

[Return To Job]

[Ignore All Changes]

[1 DISPLAY THE JOB DIRECTORIES AND LOG]

[Jobs On Disk For Editing] Cover each as listed including how to retrieve the job which was just created.

Master Directory: (L)Print, (C)ompose, (F)inal Output, (N)ew Name, (D)irectory List, Automatic E(X)port.

[Jobs In Preparation For Output] Cover the kill function.

[Jobs Ready To Be Output]

[1 Display Entries Not Yet Typeset]
[2 Display All Entires]
[3 Kill All Typeset Entires]

[Display Log] aka System Log Report - Initl clears with Create Workarea File. Jobs queued to the typesetter and jobs transferred are displayed here.

[2 SELECT AN EXISTING JOB]

Cover each job management task as listed including how to retrieve the job which was just created.

(H)&J Text
(P)roof
(L)Print
(C)ompose
(F)inal
(O)utput
(K)ill (use of *x*)
(D)uplicate
(R)enumber
(J)oin
Automatic E(X)port (how it uses a specific subdirectory).

LAB EXERCISE

Lab Exercise 3 is a lesson in creating a new job and performing job management tasks which have been covered in the previous lecture.

REVIEW

DAY 2

[5 TRANSFER JOBS]

Transporting jobs in and out of Magna may be accomplished using this utility. *The Transferring Jobs in & Out of Magna Handout* should be referred to at this time. Use the overhead slide, if available. Cover the following areas:

1. Moving jobs from an outside source to Magna (Use MagnaType Lab Exercise Diskette to clearly demonstrate.)
2. Moving jobs from Magna to an outside source (Use MagnaType Lab Exercise Diskette to demonstrate.)
3. Moving typeset output to the Magna System
4. Automatic Import/Export
5. Displaying Subdirectories

SYSTEM HOUSEKEEPING

This area should be emphasized throughout the course. Each student should have a clear understanding of how to teach students to *pack* the disk and why, the benefits and risks of **INITL**ing, and saving the **job.fil** and **directry.fil** *together* on disk at the end of *each shift.*

Purpose of good housekeeping - Emphasize the benefits of keeping the disk cleaned up for maximum performance of the system. This includes doing an INITL of the work area at least once per shift (on each satellite). Trainers should work with customers during the user's course so that unnecessary files will not occupy their disks and degrade performance.

Backing up utility files - Using the wild card and *.fil* extension, utility files can be backed up using the ***DOS copy*** command. The only time it is necessary to use the ***DOS backup*** command is when a file is too large to fit on a single floppy disk. When the term ***backing up*** is used, it means copying files to a disk for backup purposes. It is recommended that the ***job.fil and directry.fil*** be backed up together at the end of each shift.

Each time a font is loaded, the dictionary is changed, system standards and defaults are changed, a job is added/edited/deleted, (and a multitude of other reasons) one of the utility files is affected. This is why it is so critical to ensure that these files are copied to back up floppies on a regular basis. Backup floppies should also be dated, identified with diskette content, and include the responsible person's name on the label.

Restoring Utility Files - Using the ***DOS copy*** command, copying files back to the hard disk from back up floppies is known as ***restoring*** them. The ***DOS restore*** command is actually used when restoring files which were backed up in DOS using the ***backup*** command. ***In the normal course*** *of storing and deleting files, DOS tends to "fragment" files, **writing sectors** in various locations. In order to get files stored **in a more contiguous** manner, it may be necessary to repack **and then optimize the disk** to maintain optimum performance. Several programs **exist which can optimize the disk layout. Consult with any software store for suggestions.*** A current backup of all utility files can then be restored to the file server (and satellites as necessary).

Packing the Disk

1. Make a DOS directory at the root level, i.e. HOLD.
2. Using Transfer Jobs, transfer all Magna jobs to the HOLD directory (using *).
3. Exit to DOS and verify that all jobs also reside in the HOLD directory.
4. While still in DOS, access INITL and Create a new job.fil (0 jobs will be shown in the [Display the Job Directories and Log] menu).

5. Change the directory in DOS to Magna.
6. Reenter with xcomp and use Transfer Jobs to import jobs from HOLD to Magna.
7. Verify that all jobs now reside in the master directory.
8. Exit to DOS and change the directory to HOLD at the root level.
9. Erase or delete the DOS files.
10. Use a formatted floppy to copy job.fil and directry.fil from the magna subdirectory to the root level (or subdirectory) of the floppy.

LAB EXERCISE

Lab Exercise 4 reviews working with the job floppy, transferring jobs in and out of Magna. It also provides a lesson in repacking the disk.

REVIEW

TYPESETTER SPECIFICS

During this segment of the class, students can refer to the *Typesetter Specifics Handout* which should generate multiple questions while teaching the following menus.

[6 Other System Options] (Any changes require escaping to Primary Selection Menu, exiting to DOS and reentering xcomp.)

[1 System Configuration]

[2 Typesetter Requirements]

[3 Port Assignments]

[4 System Subdirectories]

[5 Network Composer Options]

MANAGING THE ENVIRONMENT

System Manager Responsibility - The trainer should ensure that the system manager understands the importance of file management of the system. He/she needs to work closely with an assistant system manager so that the system housekeeping is accomplished even if the system manager is unable to perform these tasks.

Selecting an Assistant Manager and ensuring that he or she is fully trained on all system management tasks is critical to data protection. *Use the File Server/Satellite File Transfers illustration when explaining the impact of updating to x.fil files.*

SYSTEM MANAGEMENT

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[2 Set Up Standards And Defaults]

Explain each field in the following screen displays.

[1 System Standards - Value Responses]

[2 System Standards - Yes/No Responses]

[3 System Defaults - Value Responses]

[4 System Defaults - Yes/No Responses]

[5 MagnaPage Defaults - Value Responses]

[6 Other System Options] (previously discussed)

Access Program description *(refer to handout)*

LAB EXERCISE

Lab Exercise 5 uses System Standards and Defaults to affect a job with no codes. The Access Program is loaded and then disinstalled for familiarity.

REVIEW

DAY 3

KEYBOARD FUNCTIONALITY

Cursor Control

Function Keys/unshift, shift]

Control Keys - Ctrl F1, F4

Alt Keys

Tab Key

Open Quote, Quote/Shift Quote/Quote Override

Backslash (PI)

Hyphen

Command Code Keys/shift (.), (,)/plus & minus keys

Return/Enter

Caps Lock

Numeric Keypad

Shift Print Screen Insert

Delete

Students should be made aware of the effects of CTRL C returning the user to DOS.

EDITING

Use Keyboard Templates found in user handout packages.

Programmable Keys/shift F6, F6/Alt 0-9

Block Defines/Moving, Deleting/shift F3, F3, F4

Search, Search & Replace/Shift F9, F9

Preview/F10 Toggle after H&J, Zoom, Actual, Page, and cursor movement should be covered. *Use Preview Student Handout for further clarification.*

COMPOSITION

Basic parameters. Combination command codes *CP10/12X25,TR* or *CC25,TR,10,12* as opposed to:

<CP10>	change point size to 10 point
<CL12>	change lead to 12 point
<CC25>	change column to 25 picas
<CFTR>	change font to Times Roman
<XYx,y>	*x = horiz P/p, y = vert P/p* X-Y coordinates

Commenting Code

<MSx>	*x = message*
<MGx>	*x = message on a line by itself*

Line Enders

<QL>	quad left (alt L)

<QR>	quad right (alt r)
<QC>	quad center (alt c)
<JU>	force justify line (alt j)
<EP>	end paragraph. Explain the various effects of this command. (alt p)
<QA>	quad automatic. Affect on tabs primarily (alt a)

Rags

<RL>	ragged left
<RR>	ragged right
<RC>	ragged center
<XR>	cancel rags
<CRx,y>	*x = distance in P/p from end of measure, y = hot zone space P/p* controlled rags

Leading Commands

<CLx>	*x = pts/f* change lead
<ELx>	*x = pts/f* extra lead
<PLx>	*x = pts/f* paragraph lead
<ZL>	zero lead
<LRx>	*x = % of current ptsz (- preceding x is rev lead)* lead relative
<RVx>	*x = pts/f* reverse lead
<IAx>	*x = pts/f amt to be added to autoleading* increment auto lead

Fixed Spaces

<EM>	em space (alt n)
<EN>	en space (alt m)
<FG>	figure space (alt f)
<TH>	thin space (alt t)
<UN>	unit space (alt u)

LAB EXERCISE

Lab Exercise 6 covers keyboard functionality, programmable keys, block manipulation, search and replace and preview. Composition basics and H&J considerations are covered.

REVIEW

FORMATS

The purpose of a format is to eliminate redundant command codes and provide a quick, shorthand method of setting type. The benefit to users of the Magna system is that they can set up a format and use it in many different jobs without having to rewrite the commands over and over. *Refer to illustrations entitled 'FORMATS - CROSS REFERENCES, STYLE SHEETS' and 'A ROADMAP TO FORMATS - STORAGE & USE' detailing how to create, store, and use formats.*

Writing procedures (unlimited characters)

<SFx>	x = # from 1 to 499 store format
<EF>	end format
<UFx>	x = # from 1 to 499 corresp. to SF use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SGx>	x = # from 1 to 999 store global (Only available in global format area; command cannot be used within a job.)
<UGx>	x = # from 1 to 999 corres. to SG use global
<GSa>	a = Magna job # get style sheet
<DLx>	x = # of text lines delay lines
<DMx>	x = vert depth P/p delay measure
<KF>	kill format

Merging
Looping
Nesting

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[3 Set Up Mnemonic-to-Format Cross Reference Table]

[4 Global Format and Style Reference Options]

[1 Display All Format Numbers Not Assigned]

[2 Select or Create a Format]

[3 Display the Entire Global Format File]

[4 Process Style References]

HYPHENATION/DICTIONARIES

Hyphenation

Hyphenation Priorities *Refer to both of the Hyphenation Priorities' Illustrations.*

<AH>	allow hyphenation
<XH>	cancel hyphenation
<HCa,b,c>	a = # from 1 to 255, b = hyph prefix min 2 or 3, c = hyph suffix min 2 or 3 consecutive hyphen max
<HH>	discretionary hyphen (alt h)
<AW>	allow widow hyphenation
<XH>	cancel widow hyphenation

Dictionaries

<EDx>	x = 24-char word enter dictionary word
<SDx>	x = # from 1 to 99 use supplemental dictionaries
<XD>	cancel supplemental dictionaries
<FHx>	x = Eng, Fre, Span, Ital, Ger, Dut, Portg foreign hyphenation

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[5 Examine Or Change The Hyphenation Dictionaries]

[1 English Dictionary]
  [1 Examine Or Change The Hyphenation Of A Word]
  [2 Display The Dictionary]

[2 Supplemental Dictionaries]

  [1 Examine or Change the Hyphenation of a Word]
  [2 Display a Supplemental Dictionary]
  [3 Add or Remove a Supplemental Dictionary]
  [4 Change the Name of a Supplemental Dictionary]
  [5 Display A List Of Supplemental Dictionaries]

LAB EXERCISE

Lab Exercise 7 has students set up two supplementary foreign dictionaries. Lab Exercise 8 directly follows 7 and is a practice in writing and using formats, style sheets, and cross referenced mnemonics.

REVIEW

DAY 4

FONTS

<CFx>	*x = 1 to 6 alphanumeric chars* change font

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[6 Examine Or Change Font Information]
  [1 Font Information Table]
  [5 Display Font Directory]
  [6 Font Management Tasks]
    1. Change Font ID
    2. Duplicate Font
    3. Delete Font
    4. List Font
    5. Archive Font
    6. Load Font Widths From Disk (limited to lcomp module)
    7. Duplicate Autokern Widths

Font Families

Setting up font family assignments enables users to take advantage of yet another shorthand method for calling fonts within jobs. Once the assignments are set up, the *alt* key can be used in a job (or format) to call font types which have been assigned to a family.

[6 Examine Or Change Font Information]
  [4 Font Family Assignment Table] *Refer also to Font Family Illustration*

<FFa,b,c,d,e>	*a = font fam name, b = std font, c = italic font, d = bold font, e = other font* font family
<FS>	font standard (alt s)
<FB>	font bold (alt b)
<FI>	font italic (alt i)
<FO>	font other (alt o)

Kerning

Kerning can be performed automatically by setting up kerning pairs for each font in a table. Kerning can also be handled on a job by job basis relative to the point size in effect.

[2 Master Autokern Table]

<AK>	allow kerning
<XK>	cancel kerning
<KA[A]x>	*x = # r/u, A indic. x to be absolute value* kern additive between chars. Will add or subtract from kern pair value (- value = add'l hor. space)
<KC[A]x>	*x = # r/u, A indic. x to be absolute value* kern character overrides value of pair in autokern (- value = add'l hor. space)
<KO>	kern on number 1 in combo with any other char

Tracking/Letterspacing

[1 Font Information Table]
  [5 Tracking]

<Tx>	*x = # 0 to 3* track selection
<AL>	allow letterspacing
<XL>	cancel letterspacing
<LSx>	*x = r/u's 0 to 99* letterspace max
<SW[A]x>	*x = # of r/u's, A = indic value of x to be absolute* set white space

LAB EXERCISE

Lab Exercise 9 sets up kerning pairs in the Master Autokern Table, copies fonts, duplicates kerning values and uses font family as well as direct font calls.

REVIEW

PI CODES & OVERRIDES

[3 PI Access Table] *Refer also to PI Code/Override Illustration*

Character Manipulation

<IN>	set inferior (tab - down arrow) 1 char
<SU>	set superior (shift tab - up arrow) 1 char
<SC>	small caps
<XC>	cancel small caps
<BF>	build fractions
<XB>	cancel build fractions
<AG>	allow ligatures
<XG>	cancel ligatures
<PRp,w,l>	*p = ptsz as % of curr. max, w = set width as % of curr. ptsz, l = lead as % of curr. ptsz* pointsize relative
<CWx>	*x = pts/f* change set width

Accented Characters

Horizontal Escapement

<EIx,y>	*x = rule width in P/p, y = rule thickness* escape immediate
<NE>	no escape
<NF>	no flash
<CSx,y,z>	*x = min spacebd val, y = opti spacebd val, z = max spacebd val* change spaceband values
<SB>	non breakable spaceband
<QM>	quad middle (leader space)
<WLx>	*x = r/u's from beg of one dot to another* leader dots
<WXn,m>	*n = char, m = r/u's from char to another* leader character

Indents

<IF[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, R = values are rel ems* indent first line triggered by EP
<IH[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, r = values are rel ems* indent hang triggered by EP, cancelled by XI

<XI>	Cancels IH
<IP[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, r = values are rel ems* indent paragraph cancelled by an EP
<IXn>	*n = # from 1 to 20* set text indent, cancelled by an EP
<RIn>	*n = # from 1 to 20* return to indent cancelled by an EP or ET

Self Fulfilling Indent Commands

<ILx/[R]y,x/y,x[R]>	*x = # of lines, y = amount of indent P/p, r = y values are rel ems* indent left, cancelled by completion of lines or another IL or ET
<IRx/[R]y,x/[R]y>	*x = # of lines, y = amount of indent P/p, r = y values are rel ems* indent right, cancelled by completion of lines, another IR or ET
<OLm/[R]n,m/[R]n>	*m = depth P/p, n = left indent P/p, r = n value is in rel ems* outline left, cancelled by OL, IL, XY, or ET
<ORm/[R]n,m/[R]n>	*m = depth P/p, n = right indent P/p, r = n values are rel ems* outline right, cancelled by OR, IR, XY, or ET

Basic Indent Command

<IT[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, r = values are in rel ems* indent take, cancelled by IT or ET

Graduated Indents

<SLn/[R]m,n/[R]m>	*n = # of lines, m = indent P/p, r = values are rel ems* skew left, cancelled by completion of line or ET
<SRn/[R]m,n/[R]m>	*n = # of lines, m = indent P/p, r = values are rel ems* skew right, cancelled by completion of lines or ET
<MLn/[R]m,n/[R]m>	*n = depth in P/p, m = indent P/p, r = m value is rel ems* measured skew left, cancelled by completion, ML, SL, XY, ET

<MRn/[R]m,n/[R]m>	*n = depth in P/p, m = indent P/p, r = value in rel ems* measured skew right, cancelled by completion of command, MR, SR, XY, or ET

LAB EXERCISE

Lab Exercise 10 works on various character manipulations, changing set widths, building fractions, small caps, superiors, and sets dot leaders and indents.

REVIEW

The review also includes a quiz with questions on formats, dictionaries, hyphenation priorities, and indents.

DAY 5

Boxes & Rules

Explain how rules and boxes are drawn. *Typesetter differences should be noted and handout referenced.*

<DVx>	*x = # from 0 to 40* define vertical rule
<SVx,y,z>	*x = # 0 to 40 defined with DV, y = rule thickness, z = offset to left* set vertical
<WRx,y>	*x = rule weight, y = lead below b/line pts/f* width rule - define/set horizontal rule
<USx,y>	*x = pts below b/line, y = rule weight* underscore set
<XU>	cancel underscore invoked with US
<BXa,b,c>	*a = box width P/p, b = box depth P/p, c = rule weight* set ruled box
<BBa,b,c>	*a = vert rule offset P/p, b = rule weight, c = spec. measure P/p (opt.)* begin box (variable)
<EB>	end box (variable), terminates BB

Marking Points for vertical placement

<PMx>	*x = # from 1 to 6* point mark
<RMx>	*x = # from 1 to 6 correlating to PM* return to mark
<PXx>	*x = # from 1 to 6. Marks max depth for copy* point max
<RXx>	*x = # from 1 to 6. Return to max depth for total of all RM's.* return to max set
<XM>	*Cancels overall max pt set by all PX.*cancels point marks

LAB EXERCISE

Lab Exercise 11 covers boxes, rules, mark and return to mark points, and style sheets, using the student's creativity to create his/her own training certificate.

REVIEW

Typesetting Tabular Material

Cover the six (6) basic tab set-up routines, providing examples on each one described.

<TNn[,Gm/r]>	*m = gutter width P/p, r = vert rule weight, n = # columns 1 to 40, Gm/r (opt.). Sets up a # of equal tab cols.* tab number
<TPx,[gm/r,]x,[Gm/r,]...x>	*m = gutter width P/p, r = vert rule weight, x = prop units, Gm/r (opt.). Sets up a # of prop cols.* tab proportional
<TS[Gm/r,]P...P>	*m = gutter width P/p, r = vert rule weight, p = tab indent from left P/p, Gm/r (opt.). Sets up cols starting at various pts across measure.* tab set

<TBp[,Gm/r],n[,Gm/r]>	*m = gutter P/p, r = vert rule weight, p = col width P/p, n = # cols, Gm/r (opt.). Sets up spec col widths, bal of mea divided.* tab stub
<TT[Gm/r]>	*m = gutter width P/p, r = vert rule weight, Gm/r (opt.). The TT code marks horiz pts on measure* tab text
<TD[ExP/w,][{N}yPSMCA,][GzP/w,...]>	*E = edge gut, x = edge gut width P/p, p = propor, w = vert rule weight* *{N} = template, specifiers are: y = col width P/p, S = std, I = ital, B = bold, O = other, U = force up, D = force down, M = force middle* *R = ragged right, L = ragged left, C = ragged ctr, A = dec alignment* *G = gutter, z = gutter width, w = vert rule weight.* tab define

Horiz. & Vertical Tab Positioning

<QA>	quad automatic
<FD>	force down
<FM>	force middle
<FU>	force up

Cancelling Tabs

<QT>	quit tab
<XT>	cancel tab

Combining Rules with Tabs

<RTa,b>	*a = rule weight, b = immed lead prior to rule pts/f* rule tab block
<HT>	hold tab
<RHa,b>	*a = rule weight, b = immed lead prior to rule* return to hold tab
<TRx,y>	*x = rule weight, y = override lead value pts/f* tab rule

Other Tab Controls

<FVx>	*x = depth P/p. Determines perferred depth of col; looks to TD* fixed vertical depth

<JTx>	*x = # cols. Current already included in # cols. to jump.* jump tab columns
<MA>	MArk tab beginning
<SHx>	*x = # of cols. Combines and rag ctrs.* straddle head
<SKx>	*x = # of cols. Ignore for depth and rules when RH issued* skip tab
<XA>	ignore horiz. alignment for current col only

LAB EXERCISE

The last composition exercise is Lab 12 which practices the use of tab define, jumps, rule tabs, etc. Directly following the tab exercise, Lab Exercise 13 provides students with an opportunity to teach his/her own classmates, using an illustration of his/her own choosing for the subject.

REVIEW

If time permits, discuss complex applications that students have come up against and suggest ways of coding them.

EXAM

The final exam should be given in class to all students. Spend between five and ten minutes explaining procedures and then allow at least one uninterrupted hour for the exam. While grading papers, you may want to allow students to redo any labs, try some of the end user labs, or complete the Course/Instructor Evaluation.

INSTRUCTOR EVALUATION

Be sure that all students have completed the Course Evaluation before leaving class on the last day.

MAGNATYPE TRAINER'S CERTIFICATION
BRIEF COURSE OUTLINE

Rev 5/07-29-88

DAY 1

INTRODUCTION

Instructor Introduction

Student Introduction

Course Introduction

Lab Exercises

Illustrations

Tour of MagnaType Operator's Reference Manual

Description of Magna Products

Description of Supported Devices

LAB EXERCISE

Lab Exercise 1 - A lesson in role playing. Each student participates teaming up with another student to either be the customer or the trainer using the Pretraining Form.

REVIEW

MAGNA-TIZING YOUR PC

Use of the MagnaLock

Appropriate ports

Connecting output devices to the MagnaLock

Correlation to software - 1 MagnaLock per computer

Damaged or faulty locks

Use of the DigiCom 8 Board with MagnaLink

8-port serial board

MAGNA SOFTWARE

Floppy Diskette Handling

MagnaType Program Diskette

Use Illustration 1, Program Files/Initl Results

config.sys

ansi.sys

INITL

Utilities Diskette

Use Illustration 2, Utility Files - Location and Content

Utility Files

Use Illustration 3, DOS Files Residing on C:\Magna Created by the System

System Generated Files

.tmp files creation/recreation

DOS COMMANDS

Use Illustration 5, DOS Commands/File Extensions & Wild Carding

md	*make directory*
cd	*change directory*
format disk	*recreates root directory*
copy	*syntax from - to*
backup	
restore	
dir	directory
type	
diskcopy	*to copy the contents of one floppy to another*
erase	
wild carding	
file extensions	
del	*deleting files*

CONCEPTS OF ROOT AND SUBDIRECTORIES

Use Illustration 4, DOS Root & Subdirectories

autoexec.bat

INSTALLING THE SOFTWARE

Program Disk

copy	*a:\*sys*
md	*magna*
cd	*magna*
copy	*a:\*.exe* to the magna subdirectory

Utilities Disk

copy	*a:\*.** copies all files from the Utilities disk to the Magna subdirectory

Preview Font Disk

copy	*a:\*.mft*
Connect MagnaLock to the PC	
Reset the PC	*Ctrl/Alt/Delete*
cd	*magna* to access the Magna directory
Type	*xcomp* (replace "x" with the letter of your module)

LAB EXERCISE

Lab Exercise 2 practices copying the software, installing MagnaType software, utilities, preview fonts, and connecting the MagnaLock to the PC. Each student builds his/her own system using DOS commands covered in the lecture.

REVIEW

PRIMARY SELECTION MENU

Enter moves forward through selections

Esc generally moves back one menu

Software version number

[Field shown on Primary Menu] Explanation of *Space Available.*

[3 CREATE A NEW JOB] Describe and differentiate each below:

Job Number, Job Take, Revision Number, Job Name

JOB-001-02 NAME

F-take

[Editing Complete] Menu

[Change The Job Number]

[Change The Job Name]

[Save The Job/Send To Printer]

[Save The Job/Prepare For Output]

[Save The Job]

[Return To Job]

[Ignore All Changes]

[1 DISPLAY THE JOB DIRECTORIES AND LOG]

[Jobs On Disk For Editing]

Master Directory: (L)Print, (C)ompose, (F)inal Output, (N)ew Name, (D)irectory List, Automatic E(X)port.

[Jobs In Preparation For Output] Cover the kill function.

[Jobs Ready To Be Output]

[1 Display Entries Not Yet Typeset]
[2 Display All Entires]
[3 Kill All Typeset Entires]

[Display Log]

[2 SELECT AN EXISTING JOB]

(H)&J Text
(P)roof
(L)Print
(C)ompose
(F)inal
(O)utput
(K)ill (use of *x*)
(D)uplicate
(R)enumber
(J)oin
Automatic E(X)port

LAB EXERCISE

Lab exercise 3 covers creating a job and performing other job management tasks.

REVIEW

DAY 2

[5 TRANSFER JOBS]

Use Illustration 6, Transferring Jobs in and out of Magna

1. Moving jobs from an outside source to Magna
2. Moving jobs from Magna to an outside source
3. Moving typeset output to the Magna System
4. Automatic Import/Export
5. Displaying Subdirectories

SYSTEM HOUSEKEEPING

Purpose of good housekeeping

Backing up utility files

Restoring Utility Files

Packing the Disk

1. Make a DOS directory at the root level, i.e. HOLD.
2. Using Transfer Jobs, transfer all Magna jobs to the HOLD directory (using *).
3. Exit to DOS and verify that all jobs also reside in the HOLD directory.
4. While still in DOS, access INITL and Create a new job.fil (0 jobs will be shown in the [Display the Job Directories and Log] menu).
5. Change the directory in DOS to Magna.
6. Reenter with xcomp and use Transfer Jobs to import jobs from HOLD to Magna.
7. Verify that all jobs now reside in the master directory.
8. Exit to DOS and change the directory to HOLD at the root level.
9. Erase or delete the DOS files.
10. Use a formatted floppy to copy job.fil and directry.fil from the magna subdirectory to the root level (or subdirectory) of the floppy.

LAB EXERCISE

Lab Exercise 4 works with the job floppy, transferring jobs in and out of Magna. Housekeeping routines such as packing the disk are covered.

REVIEW

TYPESETTER SPECIFICS

[6 Other System Options]

- [1 System Configuration]
- [2 Typesetter Requirements]
- [3 Port Assignments]
- [4 System Subdirectories]
- [5 Network Composer Options]

MANAGING THE ENVIRONMENT

System Manager Responsibility

SYSTEM MANAGEMENT

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[2 Set Up Standards And Defaults]

Explain each field in the following screen displays.

- [1 System Standards - Value Responses]
- [2 System Standards - Yes/No Responses]
- [3 System Defaults - Value Responses]
- [4 System Defaults - Yes/No Responses]
- [5 MagnaPage Defaults - Value Responses]
- [6 Other System Options] (previously discussed)

Access Program (refer to handout)

LAB EXERCISE

Exercise 5 is a lab in how system standards and defaults affect a job. The Access Program is loaded and deinstalled to familiarize students with the affects of the program.

REVIEW

DAY 3

KEYBOARD FUNCTIONALITY

Cursor Control

Function Keys/unshift, shift]

Control Keys - Ctrl F1, F4

Alt Keys

Tab Key

Open Quote, Quote/Shift Quote/Quote Override

Backslash (PI)

Hyphen

Command Code Keys/shift (.), (,)/plus & minus keys

Return/Enter

Caps Lock

Numeric Keypad

Shift Print Screen Insert

Delete

EDITING

Use Keyboard Templates found in user handout packages.

Programmable Keys/shift F6, F6/Alt 0-9

Block Defines/Moving, Deleting/shift F3, F3, F4

Search, Search & Replace/shift F9, F9

Preview/F10 after H&J, Zoom, Actual, Page, and cursor movement

COMPOSITION

CP10/12X25,TR or ***CC25,TR,10,12*** as opposed to:

<CP10>	change point size to 10 point
<CL12>	change lead to 12 point
<CC25>	change column to 25 picas
<CFTR>	change font to Times Roman
<XY>	horizontal and vertical coordinates

Use of Commenting Code

<MS>	message
<MG>	message on a line by itself

Line Enders

<QL>	quad left (alt L)
<QR>	quad right (alt r)
<QC>	quad center (alt c)
<JU>	force justify line (alt j)
<EP>	end paragraph. Explain the various effects of this command. (alt p)
<QA>	quad automatic. Affect on tabs primarily (alt a)

Rags

<RL>	ragged left
<RR>	ragged right
<RC>	ragged center
<XR>	cancel rags
<CR>	controlled rags

Leading Commands

<CL>	change lead
<EL>	extra lead
<PL>	paragraph lead
<ZL>	zero lead
<LR>	lead relative
<RV>	reverse lead
<IA>	increment auto lead

Fixed Spaces

<EM>	em space (alt n)
<EN>	en space (alt m)
<FG>	figure space (alt f)
<TH>	thin space (alt t)
<UN>	unit space (alt u)

LAB EXERCISE

Exercise 6 covers keyboard functionality, programming keys, block manipulation, search and replace and preview. The lab incorporates composition basics with H&J considerations and line ending controls.

REVIEW

FORMATS

Use Illustration 10, A Roadmap to Formats

<SF>	store format
<EF>	end format
<UF>	use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SG>	store global (Only available in global format area; command cannot be used within a job.)
<UG>	use global
<GS>	get style sheet
<DL>	delay lines
<DM>	delay measure
<KF>	kill format

Merging
Looping
Nesting

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[3 Set Up Mnemonic-to-Format Cross Reference Table]

[4 Global Format and Style Reference Options]

[1 Display All Format Numbers Not Assigned]

[2 Select or Create a Format]

[3 Display the Entire Global Format File]

[4 Process Style References]

Use Illustration 9, Formats/Cross Referencing Style Sheets

HYPHENATION/DICTIONARIES

Hyphenation

Use Illustration 7, Hyphenation Priorities/English

<AH>	allow hyphenation
<XH>	cancel hyphenation
<HC>	consecutive hyphen max
<HH>	discretionary hyphen (alt h)

<AW>	allow widow hyphenation
<XH>	cancel widow hyphenation

Dictionaries

<ED>	enter dictionary word
<SD>	use supplemental dictionaries
<XD>	cancel supplemental dictionaries
<FH>	foreign hyphenation

Use Illustration 8, Hyphenation Priorities/Foreign Languages

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[5 Examine Or Change The Hyphenation Dictionaries]

[1 English Dictionary]
  [1 Examine Or Change The Hyphenation Of A Word]
  [2 Display The Dictionary]

[2 Supplemental Dictionaries]

  [1 Examine or Change the Hyphenation of a Word]
  [2 Display a Supplemental Dictionary]
  [3 Add or Remove a Supplemental Dictionary]
  [4 Change the Name of a Supplemental Dictionary]
  [5 Display A List Of Supplemental Dictionaries]

LAB EXERCISE

Lab Exercise 7 sets up two supplementary dictionaries. Lab Exercise 8 covers writing and using formats, using merge to segment formats. Cross referencing formats to a style sheet and cross referencing formats to a mnemonic are part of the lab. A sample job with French and Spanish text is provided on the floppy to familiarize students with foreign hyphenation dictionaries and introduce accented characters.

REVIEW

DAY 4

FONTS

<CF>	change font

[4 PERFORM SYSTEM MANAGEMENT TASKS]

- [6 Examine Or Change Font Information]
  - [1 Font Information Table]
  - [5 Display Font Directory]
  - [6 Font Management Tasks]
    1. Change Font ID
    2. Duplicate Font
    3. Delete Font
    4. List Font
    5. Archive Font
    6. Load Font Widths From Disk (limited to lcomp module)
    7. Duplicate Autokern Widths

Font Families

Use Illustration 13, Font Families

[6 Examine Or Change Font Information]
- [4 Font Family Assignment Table]

<FF>	font family
<FS>	font standard (alt s)
<FB>	font bold (alt b)
<FI>	font italic (alt i)
<FO>	font other (alt o)

Kerning

- [2 Master Autokern Table]

<AK>	allow kerning
<XK>	cancel kerning
<KA[A]>	kern additive
<KC[A]>	kern character
<KO>	kern on number 1

Tracking/Letterspacing

[1 Font Information Table]
 [5 Tracking]

<T>	track selection
<AL>	allow letterspacing
<XL>	cancel letterspacing
<LS>	letterspace max
<SW[A]>	set white space

LAB EXERCISE

Lab Exercise 9 sets up kerning pairs in the Master Autokern Table, copying fonts, duplicating kerning values and using font family as well as direct font calls in a three-column ad.

REVIEW

PI CODES & OVERRIDES

Use Illustration 12, PI Code Tables/Overrides
[3 PI Access Table]

Character Manipulation

<IN>	set inferior (tab - down arrow) 1 char
<SU>	set superior (shift tab - up arrow) 1 char
<SC>	small caps
<XC>	cancel small caps
<BF>	build fractions
<XB>	cancel build fractions
<AG>	allow ligatures
<XG>	cancel ligatures
<PR>	pointsize relative
<CW>	change set width

Accented Characters

Horizontal Escapement

<EI>	escape immediate
<NE>	no escape
<NF>	no flash
<CS>	change spaceband values
<SB>	non breakable spaceband
<QM>	quad middle (leader space)

<WL>	leader dots
<WX>	leader character

Indents

<IF>	indent first line
<IH>	indent hang
<XI>	cancel indent hang
<IP>	indent paragraph
<IX>	set text indent
<RI>	return to text indent
<IL>	indent left
<IR>	indent right
<OL>	outline left
<OR>	outline right
<IT>	indent take
<SL>	skew left
<SR>	skew right
<ML>	measured skew left
<MR>	measured skew right

LAB EXERCISE

Lab Exercise 10 works with various character manipulations, building fractions, small caps, superiors, and setting leader dots and indents to create a large one-page ad.

REVIEW

The review also includes a quiz with questions on formats, dictionaries, hyphenation priorities, and indents.

DAY 5

Boxes & Rules

Explain how rules and boxes are drawn. *Typesetter differences should be noted and handout referenced.*

<DV>	define vertical rule
<SV>	set vertical
<WR>	width rule - define/set horizontal rule
<US>	underscore set
<XU>	cancel underscore
<BX>	box set
<BB>	begin box (variable)
<EB>	end box (variable)

Marking Points for vertical placement

XY is the exception to this command section as both the horizontal and vertical starting location can be specified.

<PM>	point mark
<RM>	return to mark
<PX>	point max
<RX>	return to max set
<XM>	cancel point marks

LAB EXERCISE

Lab Exercise 11 provides a practical usage for working with boxes, rules, and mark points by having students create their own unique training certificates. As an added twist, a style sheet is created for each variable element on the certificate, reemphasizing style sheet productivity.

REVIEW

Typesetting Tabular Material

Cover the six (6) basic tab set-up routines, providing examples on each one described.

<TN>	tab number
<TP>	tab proportional
<TS>	tab set
<TB>	tab stub
<TT>	tab text

<TD>	tab define

Horiz. & Vertical Tab Positioning

<QA>	quad automatic
<FD>	force down
<FM>	force middle
<FU>	force up

Other Tab Commands

<FV>	fixed vertical depth
<JT>	jump tab
<MA>	mark tab beginning
<SH>	straddle head
<SK>	skip tab

Cancel Tab Commands

<XA>	cancel horiz. alignment
<QT>	quit tab
<XT>	cancel tabs

Combining Rules with Tabs

<RT>	rule tab block
<HT>	hold tab
<RH>	return to hold tab
<TR>	tab rule

LAB EXERCISE

Exercise 12 works on tabs with horizontal and vertical rules. Emphasis is on using tab define with variables. Lesson 13 is an oral lab in teaching. Each student selects an illustration/handout to 'talk to'.

REVIEW

EXAM

INSTRUCTOR EVALUATION

SUBJECT Roleplaying.

TOOLS The only tools you will need for this lab are the Pretraining Form and your confidence.

SCOPE This lab will be an exercise in role playing. You will either be the trainer making a telephone call to a mock customer (another student), who has had his/her software installed, or you will be the customer contact receiving the call. This scenario plays out the initial contact the trainer has with the customer. Remember, you only get one first impression.

INSTRUCTIONS Select another student and decide who will be the customer and who will be the trainer. Use the Pretraining Form to gather information about the customer and be prepared to answer any questions about the upcoming training class which you will be conducting at the customer site. Explain that a confirmation letter will be sent with an accompanying brief course outline. If you are playing the role of the customer, ask a lot of questions about the class and express any concerns if necessary. Be creative.

LAB TIME Total lab time is 1 hour.

SUBJECT Copying floppies, installing software, DOS.

TOOLS This exercise requires a complete set of software including the a) Program Disk, b) Utilities Disk, c) Preview Font Disk.

Three blank 5¼" floppy diskettes.

Brief Course Outline

MagnaLock

SCOPE This lab covers copying the software and installing the software. Several of the DOS commands discussed in the previous lecture will be used in this exercise.

INSTRUCTIONS Make a copy of of each software disk using the blank floppies.

Install the Program Disk first, followed by the Utilities Disk and then the Preview Font Disk. If necessary, refer to the "Installing the Software" section in your course outline handouts. Connect the MagnaLock to your PC and bring up the program.

Completion of this exercise should result in the Primary Selection Menu displayed on the PC.

LAB TIME Total lab time will be 45 minutes.

LAB EXERCISE 3

SUBJECT Creating a job and performing other job management tasks.

TOOLS A PC with Magna software installed.

SCOPE This lab covers creating a job, creating an -F take, renumbering jobs, and renaming, duplicating, joining and killing takes.

INSTRUCTIONS Create two takes under the same job number. Use your three initials backwards for the job number. (For example, for initials KAL, use LAK.) Type your name in the first take and your address in the next, ending each line with an *ALT L*. Don't be concerned about composition codes at this point. Name the takes TAKE1 and TAKE2 respectively.

JOB NUMBER: LAK-001 JOB NAME: TAKE1
JOB NUMBER: LAK-002 JOB NAME: TAKE2

Create an -F take under the same job number and call the job name "formats". Enter the keystrokes "<SF80><EF>" in the take. ***Do not*** end it with an *ALT L* or *ALT P*. Only formats are allowed in this take and the system *separates* the formats for you. (This take will be used in a future lab as well as this one.)

JOB NUMBER: LAK-F JOB NAME: FORMATS

Display all of your newly-created takes on the Master Directory. Three takes should be listed under the job number *LAK*.

Renumber each take using SELECT AN EXISTING JOB from the Primary Selection Menu to now be your initials forward (e.g. KAL). From the Master Directory, change the job name of the job number to your first name (e.g. Kathy).

JOB NUMBER: KAL JOB NAME: KATHY

Call up Take 1 in the Proof mode and delete your last name (use the DELETE KEY) and then rename the take "NEWTAKE1" from the EDITING COMPLETE menu.

Call up Take 2 in the Proof mode. Join Take 1 to Take 2 and then from the EDITING COMPLETE menu, rename Take 2 "NEWTAKE2". Display all takes under job number KAL on the Master Directory. The screen should display three takes that look like this:

```
001-02 06MAY88 08:18 KL NEWTAKE1
002-02 06MAY88 08:20 KL NEWTAKE2
 -F-01 06MAY88 08:17 KL FORMATS
```

Duplicate Take 2 to create Take-3 under the new job number *KAL* (your initials).

Kill Take-3

LAB TIME Actual lab time should extend between 20-30 minutes.

SUBJECT Working with the job floppy, transferring jobs in and out of Magna, and system housekeeping routines.

TOOLS A PC with Magna software installed.

The MagnaType Lab Exercise Diskette.

A formatted backup utility floppy disk.

SCOPE This lab covers archiving jobs onto a working floppy and transferring archived Magna jobs back into Magna from a floppy. The exercise also deals with transferring a DOS file from a floppy into the Magna environment.

The final portion of this exercise includes *packing* the disk and backing up utility files onto a separate floppy disk (other than the Magna Utility Diskette).

INSTRUCTIONS Insert the Lab Exercise Diskette into Drive A. Using TRANSFER JOBS from the Primary Selection Menu, select DISPLAY DIRECTORIES and type an "*a*" followed by ENTER. The following will display:

```
XFER    <DIR> 06MAY88 09:00
MTTRAIN <DIR> 06MAY88 08:58
```

This shows you that there are two subdirectories on this floppy.

Archive all of the takes that you created in the last lab onto the Lab Diskette by using TRANSFER JOBS from the Primary Selection Menu and select MOVE JOB FROM MAGNA TO AN OUTSIDE SOURCE. Be sure to archive all takes of the job into the ***xfer*** subdirectory on the floppy. Then get a directory of the floppy subdirectory ***xfer*** listing your archived jobs. *Each time you archive a Magna job to floppy, the copy of the job on the floppy by the same name is overwritten.*

Now use MOVE JOB FROM AN OUTSIDE SOURCE TO MAGNA to overwrite the takes you just archived onto floppy back into Magna. When "JOB ALREADY EXISTS" displays, respond with "y" to "SHOULD MAGNA BE REPLACED (Y/N)".

Move a DOS file from a floppy to Magna. Use TRANSFER JOBS in the Primary Selection Menu and MOVE JOB FROM AN OUTSIDE SOURCE TO MAGNA. Move the file on the Lab Exercise Floppy in the *xfer* subdirectory called *DOSFILE.HLP* into the Magna environment. Once transferred, use "DOSFILE" for the Magna job number and display it in the Master Directory.

REPACK THE DISK performing the following steps:

1. Make a DOS directory at the root level called HOLD.
2. In Magna, transfer all Magna jobs to the HOLD directory (use *).
3. Exit back to DOS and verify that all jobs reside in HOLD.*
4. In DOS INITL the job.fil.
5. Change the directory in DOS to *magna*.
6. Reenter Magna with *xcomp* and use TRANSFER JOBS to import jobs from HOLD back to Magna.
7. Verify that all jobs now reside in the Master Directory.
8. Exit to DOS and change the current directory from MAGNA to HOLD at the root level.
9. Delete the DOS files from the HOLD directory.
10. Using the formatted Utility backup diskette, copy job.fil and directry.fil from the MAGNA subdirectory to the root level (or subdirectory) of the floppy. (Because of space considerations, these files may need to be backed up on separate floppies.)

LAB TIME Lab time will be 1 hour.

* You may also verify the contents of the hard disk subdirectory called *HOLD* without exiting Magna by using the Transfer Utility called Display Subdirectories to verify the number of entries.

SUBJECT How System Standards and Defaults affect a job. Using the Access Program to restrict access to selected workstations.

TOOLS The MagnaType Lab Exercise Diskette.

The Access Program Diskette (and Access Program handout if necessary).

SCOPE This lab illustrates the affects the System Standards and Default menus have on a job with no composition codes. The lab provides hands-on experience with the Access Program and what the menus look like before and after the program has been loaded.

INSTRUCTIONS Insert the Lab Exercise Diskette into drive A. Using TRANSFER JOBS from the Primary Selection Menu, transfer the file called ***sysstds-001*** from the ***xfer*** floppy subdirectory. Call up the job in the H&J mode (H) and notice the line endings and hyphenation.

From the Primary Selection Menu, access PERFORM SYSTEM MANAGEMENT TASKS and then SET UP SYSTEM STANDARDS AND DEFAULTS. Go into the SYSTEM DEFAULTS - VALUE RESPONSES' menu and make the following changes:

change COLUMN MEASURE to 10 picas.
change POINT SIZE to 10
change LEADING to 10.

Go into the SYSTEM DEFAULTS - YES/NO RESPONSES. Set hyphenation to *N* (off).

Remember to exit to DOS after making the changes, reenter xcomp, and then reH&J the ***sysstds-001*** take. Notice the line ending decisions have changed based on the new values; no words are hyphenated.

Go back into the SYSTEM DEFAULTS - VALUES' menu and change the values back to:

change COLUMN MEASURE to 20 picas.
change POINT SIZE to 12
change LEADING to 12.

Use the SYSTEM DEFAULTS - YES/NO RESPONSES to turn hyphenation back on.

Exit to DOS and then reenter Magna.

ReH&J the ***sysstds.001*** take and note the new line endings and hyphenation.

Remove the Lab Diskette and Insert the Access Program Diskette. Using the *Access Program* handouts, exit to DOS, and while in the *MAGNA* subdirectory, load the program with ***a:access ENTER***. ***(If you make a mistake, press ESC and try again.)*** When the Utility Access Program menu appears, type ***xcomp.exe ENTER***, followed by an *N* response to "CAN WORKSTATION ACCESS UTILITIES (Y/N):".

Escape out of the program and reenter Magna. Notice the menu differences when [4. PERFORM SYSTEM MANAGEMENT TASKS] is accessed. Only five menu items display.

Repeat the process using the Access Program to once again access the SET UP SYSTEM STANDARDS AND DEFAULTS' menu.

LAB TIME Lab time will be approximately 40 minutes.

SUBJECT Keyboard functionality, programming keys, block manipulation, search and replace and preview. The lab incorporates composition basics with H&J considerations and line endings.

TOOLS The previously transferred take called ***sysstds-001.***

Typeset example of the results of this lab (attached).

Font calls have been provided in instructions and are surrounded by parentheses.

SCOPE This lab concentrates on applying codes to a job which previously used system standards and defaults only. Use of the function keys and basic text editing toolset are featured to help the student gain familiarity.

INSTRUCTIONS

Duplicate the take called ***sysstds-1*** and name the new job ***comp-1.***

Call up the job ***comp-1*** in the proof mode.

Program ALT6 to include these keystrokes: <CC23>

Define a block to copy both paragraphs and copy it two times to the end of the take.

Search and replace *blossoms* with *beautiful yellow blossoms.*

Add text and codes to the job per the following specs:

Center a heading at the top in 18 Bold Helvetica (HB) type entitled 'DESERT LANDSCAPE'

Insert an extra lead value of 24 points between the heading and the text.

Line Measure of 33 picas

Use Helvetica Standard (HR) for the text face

Set the point size to 10 on 12 points of lead

Leading between *paragraphs* should be 18

Use an End Paragraph after each occurrence of *enigma.* (use search & replace) to execute a larger amount of leading.

Flush paragraph two left, paragraph four right, and the last paragraph left.

An EM space should precede all occurrences of *Mountains*, and *On a rocky.*

Using ALT6, burst in the change column command before the last *On a rocky.*

H&J the job.

Preview the job in size to fit, actual, and zoom modes.

LAB TIME The allotted time for this lab is 30 minutes.

DESERT LANDSCAPE

Mountains have been many things to many people, but none have seen them whole. Like all great mysteries they are greater than the sum of their parts, and familiarity but defines better the terms of their enigma.

On a rocky ridge yellow brittlebush swirls in a gentle breeze, jagged rocks conceal a cache of speckled brown eggs nestled like Easter candy in soft grass, butterflies cluster on flower heads, yellow and orange wings camouflaged against the beautiful yellow blossoms. High above a lone hawk circles, hunting. While the raucous chimes of an ice cream truck jangle nearby.

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LAB EXERCISE 7

SUBJECT A practice in setting up supplementary foreign dictionaries. A job with English, French, and Spanish is transferred and the newly created dictionaries are used.

TOOLS The MagnaType Trainer's Lab Exercise Diskette 1 of 1 ***DICT-001.***

Blank formatted disk for utility file storage.

Output example (attached).

SCOPE This lab illustrates the affects of applying user-definable dictionaries to a job. Two dictionaries will be created in this lab.

INSTRUCTIONS

Insert the Lab Exercise Diskette into drive A. Using TRANSFER JOBS from the Primary Selection Menu, transfer the file called ***DICT-001*** from the ***xfer*** floppy subdirectory. Call up the job in the H&J mode (H) and notice the line endings and hyphenation. Compare them against the line endings of the output example attached to this sheet. Notice that they don't match.

Create two foreign language exception word lists, one for Spanish, and one for French following the instructions below.

Access [4. PERFORM SYSTEM MANAGEMENT TASKS]
  [5. EXAMINE OR CHANGE THE HYPHENATION DICTIONARIES]
    [2. SUPPLEMENTARY DICTIONARIES]
      [3. ADD OR REMOVE A SUPPLEMENTARY DICTIONARY]
Add a Spanish and a French dictionary, following the instructions provided on the screen display.

Next access [4. PERFORM SYSTEM MANAGEMENT TASKS]
  [5. EXAMINE OR CHANGE THE HYPHENATION DICTIONARIES]
    [2. SUPPLEMENTARY DICTIONARIES]
      [1. EXAMINE OR CHANGE THE HYPHENATION OF A WORD]
Use the following *roots* to create first a Spanish, and then a French dictionary.

SPANISH

ACA-DEMICO
ANO.
BIPEDO
DI-SIMULO
DISPUTA
ESCUA-DRA
ME-MORIA
PE-NET
SACER-DOTE

FRENCH

ANTI-.
ARCHEO-.
ARCHI-.
AUTO-.
BIBLIO-.
CIRCON-.
COMP-TE
DES-.
ESTRA-.
HECTO-.
HYDRO-.
HYPER-.
HYPO-.
INFRA-.
KILO-.
MICRO-.
MONO-.
OMNI-.
PERI-.
PHOTO-.
POLY-.
RADIO-.
REM-PLA-C
SOUS-.
STEREO-.
SUR-.
TELE-.
TRANS-.
ULTRA-.

Once again, call up the job ***DICT-001*** in the proof mode. Add an <FHF> before the French text and an <FHS> directly before the Spanish text. H&J the job. (Preview the job if you have the capability.) The results should match the output sample.

Exit to DOS and back up the contents of ***DICT.FIL*** to the formatted utility disk.

LAB TIME Lab time will be approximately 40 minutes.

OUTPUT EXAMPLE 7

MAGNATYPE TRAINER'S

ENGLISH

Changing EP Color Cartridges

- Remove the EP cartridge from the printer.
- Remove the EP cartridge to be used from the storage case, and insert the EP cartridge into the printer.
- Place the EP cartridge that has just been removed from the printer in the storage case and securely fasten the catch.
- Do not turn the storage case containing the EP cartridge upside down.

Caution

- Do not stand the cartridges on end or turn them upside down. The caution label or the handle should always be up.
- Keep cartridges away from children.
- Do not attempt to adjust or disassemble the cartridges.
- Do not open the drum protective shutter.
- Do not expose cartridges to direct sunlight or light of more than 1,500 Luxes.
- Do not use cartridges for an hour or more after moving them from a cold environment to a warm one. (Refer to the operation manual.)
- When white stripes appear on copy or parts of copy are faint, hold the cartridge horizontally and turn it 45° in both directions several times.
- Do not attempt to remove the toner contained in the cartridge.

FRENCH

Remplacement des Cartouches EP Couleurs

- Sortir la cartouche EP à mettre en service du boîtier de rangement et la glisser dans l'imprimante.
- Remettre dans le boîtier de rangement la cartouche EP qui vient d'être retirée de la machine et bien verrouiller le fermoir.
- Ne pas retourner le boîtier de rangement sens dessus dessous lorsqu'il contient une cartouche EP.

Attention

- Ne posez pas les cartouches sur une extrémité et ne les renversez pas. Posez-les avec l'étiquette de précaution ou la poignée en haut.
- Eloignez les cartouches des enfants.
- Ne tenez pas de régler ni de démonter les cartouches.
- N'ouvrez pas le volet protecteur de tambour.
- N'exposez pas les cartouches au rayonnement solaire direct ni à une source de lumière dépassant 1.500 lux.
- Ne pas utiliser les cartouches avant au moins une heure après les avoir transportées d'un endroit froit à un endroit chaud. (Voir le manuel d'opération.)
- Lorqu'il y a des traces blanches sur la copie ou si le contraste est mauvais, tenir la cartouche horizontalement et la tourner à 45° dan les daux sens plusieurs fois.
- Ne pas tenter de retirer une encre présentée en les cartouches.

SPANISH

Cambio de cartuchos de color EP

- Quite el cartucho EP de la impresora.
- Quite el cartucho EP que va a utilizar de la caja de almacenamiento insértelo en la impresora.
- Ponga elcartucho EP que acaba de quitar de la impresora en la caja de almacenamiento y cierra la caja firmemente.
- No de vuelta a la caja de almacenamiento que contiene el cartucho EP.

Precaucione

- No apoyo los cartuchos sobre sus extremos y no los ponga tampoco al revés. La etiqueta de precaución del asa debe estar siempre hacia arriba.
- Mantenga los cartuchos alejados de los niños.
- No trate de ajustar o desmontar los cartuchos.
- No abra el cierre protector del tambor.
- No exponga los cartuchos a la luz directa del sol o a luces de mas de 1.500 luxes.
- No use cartuchos durante una hora o mas despúes de haberlos cambiado de un lugar frio a otro caliente. (Consulte el manual de operación.)
- Cuando aparezcan franjas blancas en la copia o ésta no tiene suficiente intensidad, sujete horizontalmente el cartucho y girelo 45° en ambas direcciones varias veces.
- No trate de retirar toner en los cartuchos.

SUBJECT Writing and using formats; using merge to segment formats. Cross referencing formats to a style sheet. Cross referencing formats to a mnemonic.

TOOLS MagnaType Lab Exercise Diskette ***(FMTS-001, FMTS-F)***.

Typeset example of the results of this lab (attached).

Font calls have been indicated within parentheses for quick reference throughout instructions.

SCOPE This exercise touches on some of the many ways in which formats can be written and used in the Magna. This lab provides a well-rounded example of a modular format.

INSTRUCTIONS

Insert the Lab Exercise Diskette and transfer both takes with the job number ***FMTS*** from the floppy subdirectory called MTTRAIN using TRANSFER JOBS.

Call up Take-001 in the proof mode. The take contains a heading, a byline, and body copy. You will be writing formats for these three elements as noted with the <MS> command screen message.

Call up the -F take under the same job number (CTRL F1) and write three formats — one for each element in Take-001, using merges to chain them together. You will notice that the format begin and end codes have been provided for you under format numbers 80, 81, and 82 consecutively. Use the following specs:

Come down 2 picas from the top before setting the head.
Set the line measure at 42 picas.
Set the heading in Times Bold (TB) in 72/76 centered.
Set ***Next Door*** in Times Bold Italic (TO) 48/50 centered.
Allow 12 points between the italic portion of the heading and the byline.
Set the byline in Helvetica Narrow (HNR) in 14/16 centered.
Lead 36 points between the byline and the body copy.
Set the body copy in Helvetica Narrow Oblique (HNI) in 10/12 with a paragraph lead of 14 (total points between paragraphs).

Reenter Take-001 in the proof mode and call the formats. H&J the job. Preview the job and compare with the final output example provided.

Duplicate the job and call it ***FMTS-002***. Create three style references called ***head***, ***byline***, and ***body copy***. Use the style sheet calls in Take-002 instead of the format calls. H&J the job. Preview the job; you should get the same results as in the previous step.

Set up mnemonic to format cross references for formats 80, 81, and 82. Use mnemonics **AX**, **AY**, and **AZ**. Reenter Take-002 and use the semi-colon mnemonic calls. H&J the job again to verify the results.

LAB TIME The allotted time for this lab is 1 hour.

The WILDERNESS

Next Door

BY KATE SEAGOTE

Hikers enjoy unspoiled desert only blocks from their homes, frantic volleyball players spike balls in developed picnic areas, and families fry steaks in built-in barbecues and play softball, all in the shadow of rugged peaks, the opposite ridges of which hold no indication of human encroachment.

Begin your Sun Circle Trail tour at Granite Reef Dam and follow it south through the city of Mesa along canal banks to the farming community of Gilbert.

Due west twelve miles, along the banks of the Western Canal, brings you to South Mountain Park. The trail follows the crest of the mountain for a dozen miles, then drops to meet the Gila River on the other side of the park. Forty miles of trails within the park lead hikers into remote canyons, where a natural bridge, rock tunnel, and a "fat man's gap" entice the curious. Preserves have steep, remote trails, so wear sturdy shoes, a hat, and take a friend along. Be sure you also take enough water, a gallon a day per person minimum in warm weather.

South Mountain Park is the world's largest municipally-owned park, with 16,000 acres of desert inside its boundaries. There are picnic sites for up to 5000 people, special areas for dancing and skating, and spectacular views of downtown Phoenix.

On the other side of the ridge, the Sun Circle Trail detours around the boundary of the Gila River Indian Reservation to the corner of Estrella Mountain County Regional Park. Although the trail itself does not enter Estrella, a network of secondary trails winds around the valleys and high ridges inside the park.

SUBJECT Setting up kerning pairs in the Master Autokern Table, copying fonts, duplicating kerning values and using font family as well as direct font calls.

TOOLS MagnaType Lab Exercise Diskette (*KERNS-001*).

Typeset example of the results of this lab (attached).

SCOPE This exercise covers several system management procedures with regard to autokern pairs and font specific kerning values. A job has been provided on floppy with corresponding character pairs and a minimal amount of coding. Using your format writing skills you have learned thus far and mixing font family calls with direct font calls, complete this exercise to achieve the resultant effect (output attached).

INSTRUCTIONS

Insert the Lab Exercise Diskette and transfer the take with the job number *KERNS-001* from the floppy subdirectory called MTTRAIN using TRANSFER JOBS.

Call up KERNS-001 in the proof mode. This take contains a single line head (which will be set in bold), followed by body copy. The last line in the take will be set justified (bullet pi fonts have been provided in the take to separate the automobile types). Before proceeding to code this job, set up the kerning pairs to be used.

Begin by duplicating the font *HR* (Helvetica standard) to *HZ* (an imaginary font).

Access the Master Autokern Table and add *wa* to the list of character pairs. The character pair will take its place in the list alphabetically which can be seen the next time the table is accessed.

In the font specific information table, access the Autokern Values for the typeface *HR* (Helvetica standard). Notice that the character pair *wa* now appears with a 0 value. Set up the kerning value for 6 relative units. Set up 3 relative units between the *rr*.

Next duplicate the autokern values of HR to HZ (the font you duplicated earlier).

Display the kerning values for HZ. Change the kerning between the *w* and *a* to 4 relative units.

Set up a font family with 4 different typefaces using *HZ* and 3 others. You will call these typefaces in the *KERNS* job later. The requirement here is to have at least one bold face, one italic face and a standard face of HZ.

Call up the job *KERNS-001* in the proof mode. Write a format to set the body copy ragged right in 3 columns of 10 lines each (use a delay) with each column at 12 picas with a 1½ pica gutter between each column. Set the line measure for 39 picas. Set the header *Now...responsive.* with an XY of 1,1 at 18/18 in bold type using an ALT call from the font family you set up. Use an EM space to start each paragraph (EP's have been provided for you). Set the body copy ragged right 11/12 in a standard face (again using your preset up font family call) beginning the copy at XY1,3. Set *former...owners* in an italic face (font family call).

Set the bottom line justified in 14 point type at full measure using a direct font call in bold.

Use H&J information to determine the XY position for the bottom line (2 lines below the last line of text).

Use an <AK> to ensure that kerning is allowed within the format for the body copy.

LAB TIME The allotted time for this lab is 1 hour.

Now, every Volkswagen is even more responsive.

At Volkswagen, we're proud to produce automobiles that are known for performance as well as value. Performance is important to us as a company, too.

For example, in the unlikely event a Volkswagen doesn't perform up to your expectations, we've set up a program to make sure you get a prompt response. And a fair one. In cooperation with the Council of Better Business Bureaus, we have a free third-party arbitration program. The program benefits all current and, in some cases, *former Volkswagen owners.*

To resolve a problem quickly, first see your Volkswagen dealer. Or call 1-800-822-VWUS to see if our problem-solving program can work for you.

We hope you'll never need this responsive program. But it's available if you do.

Fox • Golf • Jetta • GTI IV • Scirocco • Quantum • Vanagon • Cabriolet

SUBJECT Working on various character manipulations, changing set widths, building fractions, small caps, superiors, and setting leader dots and indents.

TOOLS MagnaType Lab Exercise Diskette (*INDENTS-001*).

Typeset example of the results of this lab (attached).

Typesetter Specifics handouts.

SCOPE This lab provides an exercise that has a variety of elements. The job is a three-column ad which includes pi characters, small caps, auto fractions, a multitude of font transitions and indents. Scattered amongst the three columns are category headings which are set in bold in a different point size than the body copy. The job which you will transfer over has all of the text and includes messages which provide cues as to where coding should be applied. Hint: the job has been structured to allow the extensive use of search and replace.

INSTRUCTIONS

Insert the Lab Exercise Diskette and transfer the take with the job number ***INDENTS*** from the floppy subdirectory called MTTRAIN using TRANSFER JOBS.

Call up INDENTS-001 in the proof mode.

Code the job to resemble the output example attached using the following specs:

Set body copy 7/9 in Helvetica Standard face in three columns of 13 picas, 6 points wide with two 6 point gutters. Use a delay measure of 48.

Messages have been provided throughout the exercise to cue you on which portions should be bolded.

All characters in parentheses are to be set in an Helvetica italic face (same point size).

A format should be written for the bold faced category types which are centered with extra lead of 9 points above and 6.5 points below in Helvetica Bold 11 point type.

A (---) has been provided for the width leader commands (a search and replace might be helpful here).

Pay special attention to messages requesting small caps, bullets, and special pi characters. Check your output for the desired result.

The first price in each column should include a dollar sign.

LAB TIME The allotted time for this lab is 1 hour and 30 minutes.

OUTPUT EXAMPLE 10 MAGNATYPE TRAINER'S

COMPONENTS

Hercules . . . 2 years	
Color Card (*CGA*)	$159.
Graphics Card Plus	189.
Network Card Plus (*Graphics Card Plus and TOPS compatible card in one*)	call
Intel . . . 5 years	
Inboard 386/PC w/1 Meg	call
Inboard 386/AT (*req. installation kit*)	949.
AboveBoard 286 512k	319.
AboveBoard PS/286 0K (*for MicroChannel*)	279.
8087 (*for IBM-PC & XT*)	114.
8087 (*for AT & XT286*)	195.
80287-8 (*for 8 MHz 80286 machines*)	249.
80287-10 (*for PS/2 Models 50 & 60*)	319.
80387 (*for 16 MHz PS/2 Model 80*)	499.
80387-20 (*for 20 MHz PS/2 Model 80*)	749.
Kensington Microware . . . 1 year	
Masterpiece	94.
Masterpiece Plus	109.
key tronic . . . 3 years	
101 Keyboard (*enhanced layout*)	99.
Kraft . . . 1 year	
Three-button Joystick (*w/$5 rebate coupon*)	33.
Kye International . . . 1 year	
Genius Mouse Model GM-6 Plus	69.
Microsoft . . . lifetime	
Mouse with Paintbrush	109.
Mouse with Easy CAD	129.
Mouse with Windows and Paintbrush	145.
Migent . . . 1 year	
Pocket Modem (*1200 baud, incl. software*)	119.
MSC Technologies . . . lifetime	
SPECIFY BUS OR SERIAL VERSION	
PC Mouse w/PC Paint+	89.
PC Mouse w/Autosketch	105.
NEC . . . 2 years	
Multisync II (*800x600 res.*)	169.
NSI Logic . . . 3 years	
Epic 480 (*extended EGA*)	129.
Smart EGA Plus (*supports 800x600 res.*)	169.
Orchid Technologies . . . 2 years	
Tiny Turbo 286	289.
Designer VGA	299.
PC Cooling Systems . . . 1 year	
REPLACEMENT POWER SUPPLIES	
Turbo Cool 150 (*run 25°-40° cooler*)	129.
Turbo Cool 200 (*run 30°-45° cooler*)	169.
Silencer 200 (*60% noise reduction*)	149.
Practical Peripherals . . . 5 years	
Microbuffer Mini (*parallel print buffer w/32k*)	75.
Microbuffer Inline (*par. print buffer w/32k*)	129.
1200 Baud Internal Modem (*w/ProComm*)	69.
1200 Baud External Model	109.
2400 Baud Internal Modem (*w/ProComm*)	159.
2400 Baud External Modem	189.
Princeton Graphics . . . 1 year	
MAX-24E (*amber monochrome monitor*)	139.
Ultrasync (*supports CGA, EGA, VGA*)	549.
Quadram . . . 2 years	
ProSync (*with mouse*)	259.
Microfazer II Print Buffer 64k	249.
Quad 386XT	749.
Toshiba . . . 1 year	
P321 SL printer (*80 col., 216 cps, w/tractor*)	$529.
P351 SX printer (*136 column, 216 cps*)	999.
T1000 Laptop (*80C88, 6.4 lbs., 5 hr. battery*)	call
T1200 Laptop (*80C86, 10 MHz, 20 Meg*)	call
T3100/20 Laptop (*80286, 8 MHz, 20 Meg*)	call
T3200 Laptop (*80286, 12 MHz, 40 Meg*)	call
768k Ram Card for T1000	299.
Video 7 . . . 2 years	
VEGA Deluxe (*supports 640x480*)	229.
VEGA VGA (*supports full VGA specs*)	287.

DRIVES

OIMEGA . . . 1 year	
Bernoulli II Single 20 Meg Internal (*5¼"*)	949.
Bernoulli II Dual 20 Meg External (*5¼"*)	1649.
20 meg cartridge (*5¼"*)	65.
Bernoulli Box 40 Meg	1649.
20 Meg cartridge (*8"*)	82.
PC3B Card (*bootable card for PC, XT, or AT*)	169.
PC4 Card (*for PS/2 Model 50/60/80*)	299.
Mountain Computer . . . 1 year	
40 Meg Internal Tape Drive (*XT, AT or PS/2*)	379.
40 Meg External Tape Drive (*XT, AT or PS/2*)	479.
40 Meg External Tape Drive w/Power Supply (*XT, AT or PS/2*)	569.
Plus Development . . . 1 year	
Hardcard 20 Meg (*49 ms*)	579.
Hardcard 40 Meg (*39 ms*)	729.
Seagate . . . 1 year	
FREE PCTV Hard Drive Installation Tape with the purchase of 20 Meg Seagate drive for the IBM PC (*not for AT*). Specify Beta or VHS.	
20 Meg Internal Hard Drive (*w/controller and cables, 65 ms*)	309.
40 Meg Internal Hard Drive for AT (*40 ms*)	439.
40 Meg Internal Hard Drive for XT (*w/controller and cables, 40 ms*)	499.
TEAC . . . 1 year	
PC, XT 360k Drive (*5¼" half-height*)	99.
720k Drive (*3½" half-height, specify XT or AT*)	99.
Toshiba . . . 1 year	
AT 360k Drive (*5¼" half-height*)	117.

MEMORY

256k Upgrade Set (*150 ns, set of 9*)	call
256k Upgrade Set (*120 ns, set of 9*)	call

1-800/243-8088

PC CONNECTION
6 Mill Street
Marlow, NH 03456
603/446-3383

DISKS

All disks have a lifetime warranty.

5¼" DS/DD Disks for PC & XT (*360k*)	
Fuji MD2D (*10 disks per box*)	12.
Sony (*10 disks per box*)	12.
Maxell MD2-D (*10 disks per box*)	13.
Verbatim Datalife (*10 disks per box*)	$13.
5¼" DS/High Density Disks (*1.2 Meg*)	
Fuji MD2HD (*10 disks per box*)	22.
Sony (*10 disk per box*)	23.
Maxell MD2-DD (*10 disks per box*)	23.
Verbatim Datalife (*10 disks per box*)	22.
3½" DS/DD Diskettes (*720k*)	
Sony (*10 disks per box*)	18.
Fuji (*10 disks per box*)	19.
Maxell (*10 disks per box*)	20.
3½" DS/High-Density Diskettes (*1.44 Meg*)	
Fuji (*10 disks per box*)	55.
Maxell (*10 disks per box*)	59.

MISCELLANEOUS

CompuServe	
Compuserve Information Service	24.
Grolier's OnLine Encyclopedia	32.
Cables . . . lifetime	
Smartmodem-to-AT cable (*9 feet*)	15.
Parallel Printer cable (*15 feet*)	19.
PC Connection Computer Toolkit	22.

OUR POLICY

- We accept VISA and MASTERCARD.
- No surcharge added for credit card orders.
- Your card is not charged until we ship.
- If we must ship a partial order, we never charge freight on the shipment(*s*) that complete the order (*in the U.S.*)
- No sales tax.
- All U.S. shipments insured; no additional charge.
- APO/FPO orders shipped 1st Class Mail, charged by weight.
- Allow 1 week for personal and company checks to clear.
- UPS Next-Day-Air available.
- COD max. $1000. Cash, cashier's check or money order.
- 120 day limited warranty on all products.
- To order, call us anytime Monday thru Friday 9:00 to 9:00, or Saturday 9:00 to 5:30. You can call our business offices at 603/446-3383 Monday through Friday 9:00 to 5:30.

SHIPPING

Note: Accounts on net terms pay actual shipping.

Contentintal US:

- For monitors, printers, Bernoulli Boxes, and computers, pay actual charges. Call for UPS 2nd-Day & Next-Day-Air.
- For all other items, add $3 per order to cover UPS Shipping. For such items, we automatically use UPS 2nd-Day-Air at no extra charge if you are more than 2 days from us by UPS ground.

Hawaii:

- For monitors, printers, Bernoulli Boxes, and computers, actual UPS Blue charge will be added. For all other items, add $3 per order.

Alaska and outside Continental US:

- Call 603/446-3383 for information.

SUBJECT Working on boxes, rules, mark and return to points and style sheets.

TOOLS MagnaType Lab Exercise Diskette

BOXRULE-001 is provided on the floppy as an example.

Typeset example of this lab (attached).

SCOPE This lab mixes box and rule commands to create your own training certificate. You are only limited by your creativity in this exercise as to content, style, and any special characters you wish to use.

INSTRUCTIONS

In this exercise, use the output example as a guide. Staying within the guidelines provided here, be as creative as you like in building your own training certificate.

Name the job ***BOXRULE-002***.

Set the certificate in the *landscape* mode no wider than 55 picas across.

Set the height no greater than 45 picas.

The certificate must contain the following elements:

At least two boxes, one set inside of the other.

Your name, title, instructor name, course subject, where the class was held, the dates the class was held, and of course, MAGNA COMPUTER SYSTEMS, INC.

Write a format for each variable and create a style sheet name to correlate to each. Use these in the certificate so that anyone could substitute the variable information.

Text may be set in any variety of faces in any sizes you wish.

Transfer the job ***BOXRULE-002*** to the MTTRAIN subdirectory of your lab exercise floppy.

Have fun!

LAB TIME The allotted time for this lab is 1 hour.

MAGNA COMPUTER SYSTEMS, INC.

This is to certify that

____

has successfully completed the
MagnaType Trainer's Certification Course

Instructed by __________________________________

Conducted on __________________________________

At ____

____
Instructor

SUBJECT Working on tabs with horizontal and vertical rules. Emphasis is on using tab define with variables.

TOOLS MagnaType Lab Exercise Diskette

TABS-001 is provided on the floppy for text source.

Typeset example of this lab (attached).

SCOPE This exercise was taken from the Television Times to provide an example of a tab routine with rules. The characteristics of the characters set within each tab column may be defined with the *tab define* command; some parameters are overwritten in the tab.

INSTRUCTIONS

In this exercise, use the output example as a guide. The following commands should minimally be used for this job: <TD>, <QA> (or ALT A), <RT>, <WR>, <MA>, <XT>, and <JT>.

Transfer the job *TABS-001* from the MTTRAIN subdirectory of your lab exercise floppy for the tab text.

The example is set in Helvetica bold condensed face, but you may choose any typeface.

Prime Time / Wednesday is set in bold faced 18 point type. Surround the '/' with a thin space.

In setting up the rule tabs, allow 3 points between the baseline of the text and the rule.

Use the following parameters in this job: Set the total line measure for 45 picas and 6 points. Set up 11 tabs of equal value forcing each to the top of the tab zone (up).

Center each time (in row 1) in 11 point type, straddling the first time over columns 1 and 2.

The first column of text (excluding 6:00 p.m.) should be set in 11 point bold type centered (forced middle).

Set the remaining text in ragged right 8/9. Hint: the text for each column always starts with bold, sometimes switching to standard.

LAB TIME The allotted time for this lab is 1 hour.

PRIME TIME / WEDNESDAY

6:00 p.m.		6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30
ABC	News	**Newlywed Game**	**Growing Pains** (R)(CC)	**Head of the Class** (R)(CC)	**Hooperman:** Silardi's twin visits. (CC)(S)	**Just in Time:** A prediction comes true. (CC)	**China Beach:** Becketts quest for inner peace leads him to an unlikely course. (CC)		**News**	**Nightline** (CC)
PBS	**MacNeil/Lehrer NewsHour:** Detailed coverage of the day's top stories.		**Horizon**	**Frugal Gourmet:** Sweet Potato.	**Ranch Album:** Portrait of Arizona's cowboys, their families and lifestyles.		**In Performance at the White House:** A Salute to Broadway: Showstoppers. (S)		**Canyon Consort:** The Paul Winter Consort's three Colorado River expeditions.	
CBS	**News**	**Wheel of Fortune**	**The Smothers Brothers Comedy Hour:** Foster Brooks; ventriloquist Ronn Lucas.		**Jake and the Fatman:** McCabe and Jake smell cover-up in a mobster's murder. (R)(CC)		**The Equalizer:** McCall links a pattern of serial killings to the lyrics of a popular song. (R)		**News**	**Entertainment Tonight**
NBC	**News**	**Hollywood Squares**	**Aaron's Way:** Mickey bypasses security at his job and is accused of espionage. (CC)(S)		**Unsolved Mysteries:** A housewife disappears; a woman who can't recall being attached.(CC)		**St. Elsewhere:** A fire breaks out during a "Doctor of the Year" banquet.(CC)(S)		**News** (CC)	**The Tonight Show(S)**

SUBJECT This oral lab provides an opportunity to use your training skills to teach Magna to the rest of the class.

TOOLS The only tools you will need for this lab are one of the illustrations/ handouts and your confidence.

SCOPE This lab will be an exercise in teaching. To emphasize the importance of training aids, you will be using an illustration of your choice to teach the other students.

INSTRUCTIONS Select an illustration to "talk" to and using the overhead projector, and a transparency provided by the instructor, teach the subject to the rest of the class. Be prepared to field questions which may be asked by the other students and/or instructor. Provide examples and use the white board/chalk board if necessary. Before choosing your subject, you may want to check with the other students as to their selections so that subjects will not be redundant. Plan to spend no longer than 15 minutes.

LAB TIME Total lab time for all students will be about 1 hour.

____

Date

1. A store format command may be identified with a number from 1 to what? ______

2. When a use format is called in a job and no store format exists by that number, where does the system look? ______________________

3. How do you display the contents of a format which is not stored in the current job?

4. What takes first priority in hyphenation? ______________________

5. In what DOS file does the language logic reside? ______________________

6. Will an <EP> execute a leading amount if its on a line by itself? ____________

7. What *two codes* can determine the leading value of the <EP>? ____________

8. When returning to an <IX> with an <RI>, what must precede the command if the indent does not fall at the beginning of the line? ______________________

9. How many English supplementary dictionaries may you create and use? ________ Foreign dictionaries? ______________________

10. In what DOS file are exception word lists of the hyphenation dictionaries stored? __ ______________________________

____

Student Name

MAGNATYPE END USER'S COURSE OUTLINE

Rev 5/07-26-88

PREREQUISITES

A basic understanding of typography and related terminology is required. System managers should have a general knowledge of DOS, as well as familiarity with those DOS commands that affect the operation of MagnaType. It is recommended that the user have some prior experience with a code-oriented system, as well as output devices. Users should become familiar with the MagnaType Operator's Reference Manual before attending this class.

OBJECTIVES

1. To provide system managers (and assistant managers) with a well-rounded understanding of MagnaType system management functions, system housekeeping, utility file functions, font utilities and composition command intricacies of the system.
2. To ensure that end users are given a thorough presentation of the MagnaType product with emphasis on composition command codes and advanced applications.
3. To assist customers in being successful in using Magna products.

COURSE CONTENT

Scope

This course outline is provided in a downsized manual format, similiar to the existing MagnaType Operator's Reference Manual. The MagnaType End User's Course Outline is celephane-wrapped and may be inserted into the existing MagnaType notebook binders for convenient access for trainers. It is hoped that this outline serves as a guideline in presenting the MagnaType material in a progressively-disclosed manner such that an easy transition can be made from subject to subject for both trainer and student.

Dates/Times

Customers should be made aware that four full days will be necessary to cover all planned material. It is mandatory that the person designated as the *system manager* attend all four days of class. It is recommended that the assistant manager also attend the complete class although this will be at the customer's discretion. The first day and one half of class will be geared toward system management. The customer contact can decide if operators will also attend these sessions. In any case, operators and managers alike will be required to be participate in the second half of day 2, and all of days 3 and 4, including lecture, labs, and exams. This course is based on a minimum of seven hours per day for a total of 28 hours. Trainers should allow for at least that amount of time, although the beginning and ending hours of class may fluctuate according to the customer's hours of work.

Regular breaks (usually two per day in addition to a lunch period) should be offered for the comfort and continuing attention of students. Be sure that break times are limited. A statement like 'let's meet back here in 10 minutes' might be beneficial so that breaks don't turn into 30-minute work or telephone answering periods.

Trainer's Tool Kit

In order to be as organized and efficient as possible in training end users, Magna provides each *certified* trainer with a Tool Kit. To provide professional training sessions and to assist trainers, illustrations, labs, and a training outline are provided in the kit. The purpose, description, and use of each tool is described here.

1. Pretraining Form - Once the MagnaType software installation has been completed, initial contact should be made with the end user. The dealer should inform trainers who the contact person is (the owner, system supervisor, etc.). Use the pretraining form to gather information about the customer site. This will make your job a lot easier when arriving at the site. You will know what to expect and will have had time to study typesetter specifics about the customer's output device.
2. Confirmation Letter - with the Pretraining Form completed over the telephone, follow up with the Confirmation Letter to the customer contact person. Include the brief MagnaType End User's Course Outline.

This will give the customer an opportunity to rearrange work schedules for operators if necessary. (Trainer's submit a copy of each to Magna upon completion of customer training.)

3. End User's Training Outline - This training outline serves as a guideline when teaching end users. Included within this course outline are suggested methods of teaching, breaks, lecture suggestions, labs and reviews.
4. A brief MagnaType End User's Course Outline. Distributed to end users as a guideline to course content.
5. Student Evaluation Form - each trainer is required to fill out a Student Evaluation Form for each manager and operator upon completion of each training session. In this way, a record can be kept at Magna regarding the expertise levels of students and can be utilized by Magna Customer Support personnel. A copy may be kept at the dealer for future reference.
6. Training Course Evaluation - It is the responsibility of each trainer to get a completed evaluation form from each student before class is dismissed on the last day. In this manner, Magna can constantly improve the quality of training curriculum and minimize follow up customer support activities. Provide envelopes for students to submit evaluations and explain that these go directly to Magna. They may tend to be more candid with their comments if the evaluations are handled this way. (Trainer submits to Magna.)
7. End User Sign Off Sheet - All trainers must have the customer contact (system supervisor who has completed the entire course) *complete and sign* the Sign Off Sheet. The customer should be made aware that customer support cannot commence until Magna receives this in Sherman Oaks. The receipt of this sheet also triggers payment for training. (Trainer submits to Magna.)
8. End User's Written Exam - This exam should be given to customers on the morning of the fourth day of class. The exam encompasses various aspects from each day's lesson. In this manner, trainers can get an idea of what subjects are still unclear and use part of the last day of class to review those items.
9. Customer Follow Up Form - The purpose of this form is to provide a checklist of questions to assist trainers in following up with the customer. This can be filled out by telephone and provides a measuring stick as to how well the customer has grasped the information.

The telephone call and completion of this form should occur within two weeks after completion of training. (Kept at dealer site with customer file.)

10. Trainer Notepads - During the Trainer's Certification Course, trainers were provided with Trainer Notepads which provide subject matter and a place for notetaking. Use this notepad as a supplement to the End User's Course Outline while in the field training customers.
11. Magna Product Overview - A general description of all Magna products (also provided as an overhead).
12. List of Drivers - serves as reference material.
13. End User Training Handouts - A sample end user training packet which will be distributed to each student at the time of training. Details of the packet and suggested times to describe handouts are referenced throughout this outline.
14. Trainer's Overhead Slide Set which corresponds to End User Handouts. May be used if an overhead projector is available at the customer site.

End User Training Handouts - Reference to each handout is made throughout the End User's Outline as to recommended usage. Handouts are organized in a supplemental Magna folder and are catagorized by topic in the order in which they should be covered in class. Trainers should reference handouts when appropriate.

1. End User Training Handout Contents - Assists the trainer in referencing documents and helps the end user locate referenced material.
2. A brief End User's Course Outline - can be used by the trainer as an overhead slide and assist the users in referencing course content.
3. MagnaLink Documentation (if purchased)
4. MagnaProof Documentation (if purchased)
5. Access Program Documentation
6. MagnaPage Documentation (if purchased)
7. Preview Documentation
8. Software Updates (if applicable)
9. (2) Lab Exercise Diskettes with corresponding instruction sheets - Diskette 1 will be aimed at the system manager and subject matter

covered on the first and one half day of class; diskette 2 will be aimed at the operators, covering Magna operation and composition command code exercises on the second half of day 2, and days 3 and 4.

10. Sign Off Sheet
11. Illustration Handouts
12. Typesetter Specifics (appropriate models)
13. Function Keyboard Templates (top/side)
14. Supplemental Magna Folder Cover to hold student handouts

NOTE: MagnaType Manual (separate manual). The manual should be referenced throughout the End User's Course. Manuals should have already been distributed to customers during installation.

TRAINER PREPARATION

1. Follow up by telephone with the customer to verify class times/dates and to initially introduce yourself as the trainer. Use the Pretraining Form to determine information about the customer prior to training.
2. Ask the customer for accurate directions to the site and any special parking instructions.
3. If the output device will be available, determine the type and study typesetter specifics information (use Pretraining Form).
4. Check with the system manager regarding existing data on PCs to be used for training.
5. Encourage the customer to have a 'working' floppy for each user which may be formatted in class and used to retain any examples.
6. Procure a sufficient amount of End User Training Handouts from dealers *prior to class*, including two (2) Lab Exercise Diskettes per student. (Note that all training materials should be copied and collated at Magna to ensure consistency and be made available to all dealers/trainers as necessary.)
7. Check to see that an overhead slide projector will be available on the scheduled class dates. If not, see if a white board, chalk board, or even a large writing tablet can be made available.

8. Always have a verified current version of the MagnaType Software available. Even though you will be using the customer's software, it is a good idea to have your own copy of the software if possible. Also bring the Utilities Disk, a Preview Font Disk, and the two (2) Lab Exercise Diskettes to the customer site.
9. Make up name tags, if appropriate (depends upon the size of the class).

DAY 1

INTRODUCTION

Trainer Introduction - Begin by introducing yourself and describing any pertinent personal related background to typography, training, your experience with Magna, etc.

Student Introduction - Have each student introduce herself/himself including name, position, current work activities, pertinent background, and what is hoped to be gained by attending the class.

Course Introduction - The trainer should take this opportunity to briefly describe the materials to be covered on each day. (*Use Course Outline handout or slide.*) The training approach should be covered, describing lectures, labs, reviews, exams, and assignment details. Questions on any related subjects should be encouraged, however, if too much sidetracking is allowed, lengthy discussions may become unproductive and there will not be time to cover the planned subject matter. **Stay on track!**

Explain the hours of class and the scheduled breaks. Be sure to emphasize the importance of all students attending all sessions. It is easy to get distracted when regular work activities are pending.

Distribute the End User Training Handouts and explain the contents of each piece and how it will be utilized during the class (refer to Course Content).

Lab Exercises - Two (2) *End User Exercise Diskettes* are included as a handout to provide consistency in presenting course materials. The exercises found on the diskette cover the material of each previous lecture. Included within this course outline are notations marked ***'LAB EXERCISE', 'REVIEW', and 'EXAM'***. These are meant as a cue to the trainer for appropriate times to break for these activities. A correlating instruction sheet accompanies each lab. Exercises have been designed to allow each student to either work alone (or in groups, depending upon hardware availability).

Trainers should always be available to answer questions as required. Before students begin each lab, make sure that everyone understands what the purpose of the exercise is, what the results should be, and how much class time has been allotted. Labs should typically take between 30 minutes to one hour.

Lab Exercise Diskettes are geared toward system management (disk 1) and composition-oriented work (disk 2).

Illustrations describing concepts which may require lengthly explanation and discussion (hard to grasp ideas) are provided as handouts as well as overhead slides. The intent of each illustration is to visually aid both the trainer and manager/operator in various aspects of the system. These can also be used as quick reference guides for later verification of facts. Illustration topics are listed below and are referenced where applicable throughout this outline.

1. Program Files/INITL Results
2. Utility Files/INITL Results
3. DOS Files Residing on C:\Magna; Created by the System
4. DOS Root & Subdirectories
5. DOS Commands
6. Transferring Jobs in & Out of Magna
7. Hyphenation Priorities/English
8. Hyphenation Priorities/Foreign Languages
9. Formats - Cross Referencing, Style Sheets
10. A Roadmap to Formats - Storage & Use
11. File Server/Satellite File Transfers ***(MagnaLink only)***
12. PI Code Tables/Overrides
13. Font Families

Tour of MagnaType Operator's Reference Manual - As a prerequisite for attending this class, students should have reviewed the manual. Nevertheless, ensure familiarity by walking through each section, describing where to find information and use of the Quick Reference Guide. Students should be asked to refer to various parts of the manual during the four-day course.

MAGNA-TIZING YOUR PC

Use of the MagnaLock

Appropriate ports

Connecting output devices to the MagnaLock

Correlation to software - 1 MagnaLock per computer

Damaged or faulty locks

MAGNA SOFTWARE

Floppy Diskette Handling - Care and content.

MagnaType Program Diskette - xcomp.exe, initl.exe, config.sys, ansi.sys. *Use Handout Illustration describing Program Files/INITL Results.*

config.sys - must reside in the root directory. The DOS command *edlin* may be used to edit an existing config.sys or it may be loaded in from the Magna-supplied Program Diskette. (Refer to 'Running MS DOS' for further information.)

ansi.sys - This file may also be loaded in from the Magna Program Diskette if it does not reside on the system.

INITL - Describe the results Initl has on each x.fil and what aspects of Magna are affected. It should be noted that extreme caution should be taken before performing an *initl* on any of the files which are detailed below.

1. **Create Workarea File** (work.fil) *Removes all composed files and clears the log.*
2. **Create Parameter File** (param.fil) *Deletes all customer modifications.*
3. **Create Global Format File** (format.fil) *Erases all global formats.*
4. **Create Job File** (job.fil) *Erases all jobs in the system.*
5. **Create Dictionary File** (dict.fil) *Erases all dictionaries.*

6. **Create Font File** (font.fil) *Erases all font widths, kerns, pi character access, etc.*

Also explain effects of [Primary Selection Menu]

[4 Perform System Management Tasks]
  [7 Clear Log]

Utilities Diskette - *Use handout illustration on Utility Files.* Cover the description and purpose of the seven files residing on this diskette.

Utility Files

1. PARAM.FIL
2. WORK.FIL
3. FONT.FIL
4. DICT.FIL
5. FORMAT.FIL
6. JOB.FIL - Refer to overhead to describe necessity and importance of relationship between *JOB.FIL* and *DIRECTRY.FIL*
7. DIRECTRY.FIL

System Generated Files

Describe the five DOS system-generated files created by the system including when and why they are created. Use the *DOS Files Residing on C:\ Magna* illustration.

1. DATMV1.FIL
2. DATMV2.FIL
3. *.TMP
4. PRINT.FIL
5. PROOF.FIL

Describe how and why .tmp files get created/recreated.

DOS COMMANDS

It is essential that the user have a basic understanding of DOS commands that relate to Magna software. *Use of the DOS Command overhead slide is beneficial here.* Describe each command and provide examples for each.

md	*make directory*
cd	*change directory*
format disk	*recreates root directory*
copy	*syntax from - to*
backup	
restore	
dir	*directory*
type	
diskcopy	*copy the contents of one floppy to another*
erase	
Explain wild carding	
Explain file extensions	
del	*deleting files (always do a dir *.* to verify)*

CONCEPTS OF ROOT AND SUBDIRECTORIES

Use *DOS Root & Subdirectories Handout* here to emphasize the importance of directory location.

Discuss autoexec.bat and the importance of it not taking the user directly to a sign on. Trainers should make sure users understand their own autoexec.bat and why it should bring them only into the root as opposed to a sign in.

INSTALLING THE SOFTWARE

Before installing the software, select a student to copy the software using the DOS copy command.

Trainers should explain to users that a copy of the Program Disk should be made since it is volatile to magnets and other environmental conditions. It is not recommended, however, that users make a copy of the Utilities Disk as the files will change due to fonts, dictionary, formats, etc.

During this exercise, each student (class size permitting) should participate in this *initial instructor-supervised lab exercise.* This will provide the instructor with a measuring stick as to how comfortable the students are with DOS and a review of the last subject. Each student should be able to format a disk, copy Magna disks, make (sub)directories, and change directories before proceeding.

The trainer should assist a selected student in loading the software based upon the assumption that it is a new installation.

Program Disk

copy	*a:\*sys* to copy ansi.sys and config.sys to the hard disk at the root directory.
md	*magna*
cd	*magna*
copy	*a:\*.exe* to the magna subdirectory

Utilities Disk

copy	*a:\*.** copies all files from the Utilities disk to the Magna subdirectory

Preview Font Disk

copy	*a: *.mft* copies all preview fonts from the Preview Font Disk to the Magna subdirectory

Connect the MagnaLock to the PC. Ensure the students understand the connection and purpose of the hardware key.

Reset the PC	*Ctrl/Alt/Delete*
cd	*magna* to access the Magna directory
Type	*xcomp* (replace "x" with the letter of your module)

LAB EXERCISE

Lab Exercise 1 includes copying the software, loading the program, utilities, preview fonts, and connecting the MagnaLock to the PC. Each student builds his/her own system using DOS commands.

REVIEW

SYSTEM HOUSEKEEPING

This area should be emphasized throughout the course. Each system manager should have a clear understanding of how to ***pack*** the disk and why, the benefits and risks of **INITLing**, and saving the **job.fil** and **directry.fil** *together* on disk at the end of *each shift.*

Purpose of good housekeeping - Emphasize the benefits of keeping the disk cleaned up for maximum performance of the system. This includes doing an *initl* of the work area at least once per shift on the file server (and each satellite if appropriate).

Backing up utility files - Using the wild card and *.fil* extension, utility files can be backed up using the ***DOS copy*** command. The only time it is necessary to use the ***DOS backup*** command is when a file is too large to fit on a single floppy disk. When the term ***backing up*** is used, it means copying files to a disk for backup purposes. It is recommended that the ***job.fil and directry.fil*** be backed up together at the end of each shift.

Each time a font is loaded, the dictionary is changed, system standards and defaults are changed, a job is added/edited/deleted, (and a multitude of other reasons) one of the utility files is affected. This is why it is so critical to ensure that these files are copied to back up floppies on a regular basis. Backup floppies should always be dated, identified with diskette content, and include the responsible person's name on the label.

Restoring utility files - Using the ***DOS copy*** command, copying files back to the hard disk from back up floppies is known as ***restoring*** them. The ***DOS restore*** command is actually used when restoring files which were backed up in DOS using the ***backup*** command. *In the normal course of storing and deleting files, DOS tends to "fragment" files,* ***writing sectors in*** *various locations. In order to get files stored in a* ***more contiguous manner,*** *it may be necessary to repack and then optimize* ***the disk to maintain*** *optimum performance. Several programs exist which can optimize the disk layout. Consult with any software store for suggestions.* A current backup of all utility files can then be restored to the file server (and satellites as necessary).

Packing the Disk

1. Make a DOS directory at the root level, i.e. HOLD.

2. Using Transfer Jobs, transfer all Magna jobs to the HOLD directory (using *).
3. Exit to DOS and verify that all jobs also reside in the HOLD directory.
4. Change the directory in DOS to Magna.
5. While still in DOS, access INITL and Create a new job.fil.
6. Reenter with *xcomp*. (0 jobs will be shown on the [Display the Job Directories and Log] menu). Use Transfer Jobs to import jobs from HOLD to Magna.
7. Verify that all jobs now reside in the master directory.
8. Exit to DOS and change the directory to HOLD at the root level.
9. Erase or delete the DOS files.
10. Use a formatted floppy to copy job.fil and directry.fil from the magna subdirectory to the root level (or subdirectory) of the floppy.

LAB EXERCISE

Lab Exercise 2 covers system housekeeping routines (repacking the disk).

REVIEW

PRIMARY SELECTION MENU

Enter moves forward through selections

Esc generally moves back one menu

Trainers should be aware that customers may ask where to locate the software version number. Since it appears at the signon, this is a good time to discuss it.

[Field shown on Primary Menu] Explanation of *Space Available.*

This field may alarm new users so it is a good idea to explain to users what these numbers mean at this time. Frequently, the *job* field will be 0. Thus, the user has the misconception that no job space is available. Clarify with the following: "All Magna jobs are held in a DOS file called *job.fil*. When new jobs are added to job.fil, it is ***expanded*** in sector blocks. Each time an addition occurs to job.fil, the upper *DOS* number decreases and the lower *Job* number may increase. Every time a job is deleted directly or indirectly, the job number field increases. Space is not returned back to DOS, however."

MANAGING OUTPUT SPECIFICS

Working with system managers, reference the customer's specific output device while teaching the impact of these menus. Use *Typesetter Specifics* as a reference.

[6 Other System Options] (Any changes require escaping to Primary Selection Menu, exiting to DOS and reentering xcomp.)

[1 System Configuration]

[2 Typesetter Requirements]

[3 Port Assignments]

[4 System Subdirectories]

[5 Network Composer Options]

MANAGING THE ENVIRONMENT

System Manager Responsibility - The trainer should ensure that the system manager understands the importance of file management of the system. He/she needs to work closely with an assistant system manager so that the system housekeeping is accomplished even if the system manager is unable to perform these tasks.

Selecting an Assistant Manager and ensuring that he or she is fully trained on all system management tasks is critical to data protection. *Use the File Server/Satellite File Transfers illustration when explaining the impact of updating the x.fil files.*

SYSTEM MANAGEMENT

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[2 Set Up Standards And Defaults]

Explain each field in the following screen displays.

[1 System Standards - Value Responses]

[2 System Standards - Yes/No Responses]

[3 System Defaults - Value Responses]

[4 System Defaults - Yes/No Responses]

[5 MagnaPage Defaults - Value Responses]

[6 Other System Options] (previously discussed)

Access Program description *(refer to handout)*

LAB EXERCISE

Lab Exercise 3 illustrates the affects of System Standards and Defaults in a job with no command codes. The Access Program is installed and then deinstalled to familiarize system managers with the procedure.

REVIEW

DAY 2

HYPHENATION/DICTIONARIES

Hyphenation

Hyphenation Priorities should be thoroughly explained to users. *Use the Hyphenation Priorities' illustrations on both English and Foreign Languages to provide examples.*

Dictionaries

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[5 Examine Or Change The Hyphenation Dictionaries]

[1 English Dictionary]
  [1 Examine Or Change The Hyphenation Of A Word]
  [2 Display The Dictionary]

[2 Supplemental Dictionaries]

  [1 Examine or Change the Hyphenation of a Word]
  [2 Display a Supplemental Dictionary]
  [3 Add or Remove a Supplemental Dictionary]
  [4 Change the Name of a Supplemental Dictionary]
  [5 Display A List Of Supplemental Dictionaries]

LAB EXERCISE

Lab Exercise 4 covers setting up supplementary foreign dictionaries. A job is transferred from the Lab Exercise Diskette and the dictionaries are used in the job.

REVIEW

FONTS

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[6 Examine Or Change Font Information]
[1 Font Information Table]
[5 Display Font Directory]
[6 Font Management Tasks]

1. Change Font ID
2. Duplicate Font
3. Delete Font
4. List Font
5. Archive Font
6. Load Font Widths From Disk (limited to lcomp module)
7. Duplicate Autokern Widths

Font Families

Setting up font family assignments enables users to take advantage of yet another shorthand method for calling fonts within jobs. Once the assignments are set up, the *alt* key can be used in a job (or format) to call font types which have been assigned to a family.

[6 Examine Or Change Font Information]
[4 Font Family Assignment Table] *Refer also to Font Family Illustration*

Kerning

Kerning can be performed automatically by setting up kerning pairs for each font in a table. Kerning can also be handled on a job by job basis relative to the point size in effect.

[2 Master Autokern Table]

Tracking/Letterspacing

PI CODES & OVERRIDES

[3 PI Access Table] *Refer also to PI Code/Override Illustration*

LAB EXERCISE

Lab Exercise 5 works system managers through setting up kerning pairs, duplicating fonts, and setting up a font family.

REVIEW

KEYBOARD FUNCTIONALITY

Cursor Control

Function Keys/unshift, shift]

Control Keys - Ctrl F1, F4

Alt Keys

Tab Key

Open Quote, Quote/Shift Quote/Quote Override

Backslash (PI)

Hyphen

Command Code Keys/shift (.), (,)/plus & minus keys

Return/Enter

Caps Lock

Numeric Keypad

Shift Print Screen Insert

Delete

EDITING

Use Keyboard Templates found in user handout packages.

Programmable Keys/shift F6, F6/Alt 0-9

Block Defines/Moving, Deleting/shift F3, F3, F4

Search, Search & Replace/shift F9, F9

Preview/F10 after H&J, Zoom, Actual, Page, and cursor movement should be covered. *Refer to Preview documentation for further clarification.*

JOB MANAGEMENT

[3 CREATE A NEW JOB] Describe and differentiate each below:

Job Number, Job Take, Revision Number, Job Name

JOB-001-02 NAME

Purpose and creation of an **F-take.** (Reserve discussion of formats for later; talk about benefits of using the same formats in multiple jobs.)

Describe job screen banner/end of job tracks

[Editing Complete] Menu

[Change The Job Number]

[Change The Job Name]

[Save The Job/Send To Printer]

[Save The Job/Prepare For Output]

[Save The Job]

[Return To Job]

[Ignore All Changes]

[1 DISPLAY THE JOB DIRECTORIES AND LOG]

[Jobs On disk For Editing] Cover each as listed including how to retrieve the job which was just created.

Master Directory: (L)Print, (C)ompose, (F)inal Output, (N)ew Name, (D)irectory List, Automatic E(X)port.

[Jobs In Preparation For Output] Cover the kill function.

[Jobs Ready To Be Output]

[1 Display Entries Not Yet Typeset]
[2 Display All Entires]
[3 Kill All Typeset Entires]

[Display Log] aka System Log Report - Initl clears with Create Work-area File. Jobs queued to the typesetter and jobs transferred are displayed here.

[2 SELECT AN EXISTING JOB]

Cover each job management task as listed including how to retrieve the job which was just created.

(H)&J Text
(P)roof
(L)Print
(C)ompose
(F)inal
(O)utput
(K)ill (use of x)
(D)uplicate
(R)enumber
(J)oin
Automatic E(X)port (how it uses a specific subdirectory).

[5 TRANSFER JOBS]

Transporting jobs in and out of Magna may be accomplished using this utility. *The Transferring Jobs in & Out of Magna Handout* should be referred to at this time. Use the overhead slide, if available. Cover the following areas:

1. Moving jobs from an outside source to Magna (Use MagnaType Lab Exercise Diskette to clearly demonstrate.)
2. Moving jobs from Magna to an outside source (Use MagnaType Lab Exercise Diskette to demonstrate.)
3. Moving typeset output to the Magna System
4. Automatic Import/Export
5. Displaying Subdirectories

LAB EXERCISE

*Lab Exercise 6 is the first introduction to creating **a job.** Many other job management tasks are also performed in this lab.*

LAB EXERCISE

Lab Exercise 7 covers keyboard functionality, editing functions, and transferring jobs in and out of Magna.

REVIEW

COMPOSITION

Basic parameters. Combination command codes *CP10/12X25,TR* or *CC25,TR,10,12* as opposed to:

<CP10>	change point size to 10 point
<CL12>	change lead to 12 point
<CC25>	change column to 25 picas
<CFTR>	change font to Times Roman
<XYx,y>	X-Y coordinates *x = horiz P/p, y = vert. P/p*

Commenting Code

<MSx>	*x = message*
<MGx>	*x = message on a line by itself*

Line Enders

<QL>	quad left (alt L)
<QR>	quad right (alt r)
<QC>	quad center (alt c)
<JU>	force justify line (alt j)
<EP>	end paragraph. Explain the various effects of this command. (alt p)
<QA>	quad automatic. Affect on tabs primarily (alt a)

Rags

<RL>	ragged left
<RR>	ragged right
<RC>	ragged center
<XR>	cancel rags
<CRx,y>	*x = distance in P/p from end of measure, y = hot zone space P/p* controlled rags

Leading Commands

<CLx>	*x = pts/f* change lead
<ELx>	*x = pts/f* extra lead

<PLx>	*x = pts/f* paragraph lead
<ZL>	zero lead
<LRx>	*x = % of current ptsz (- preceding x is rev lead)* lead relative
<RVx>	*x = pts/f* reverse lead
<IAx>	*x = pts/f amt to be added to autoleading* increment auto lead

Fixed Spaces

<EM>	em space (alt n)
<EN>	en space (alt m)
<FG>	figure space (alt f)
<TH>	thin space (alt t)
<UN>	unit space (alt u)

LAB EXERCISE

Lab Exercise 8 incorporated composition basics with H&J considerations and line endings. Embedded messages are also included in the job steam.

REVIEW

DAY 3

HYPHENATION/DICTIONARIES

Hyphenation

<AH>	allow hyphenation
<XH>	cancel hyphenation
<HCa,b,c>	*a = # from 1 to 255, b = hyph prefix min 2 or 3, c = hyph suffix min 2 or 3* consecutive hyphen max
<HH>	discretionany hyphen (alt h)
<AW>	allow widow hyphenation
<XH>	cancel widow hyphenation

Dictionaries

<EDx>	*x = 24-char word* enter dictionary word

<SDx>	*x = # from 1 to 99* use supplemental dictionaries
<XD>	cancel supplemental dictionaries
<FHx>	*x = (E)ng, (F)re, (S)pan, (I)tal, (G)er, (D)ut, (P)ortg* foreign hyphenation

FONTS

<CFx>	*x = 1 to 6 alphanumeric chars* change font

Font Families

Benefits
How to use in a job *(Refer also to Font Family Illustration.)*

<FFa,b,c,d,e>	*a = font fam name, b = std font, c = italic font, d = bold font, e = other font* font family
<FS>	font standard (alt s)
<FB>	font bold (alt b)
<FI>	font italic (alt i)
<FO>	font other (alt o)

Kerning

Kerning can be performed automatically by setting up kerning pairs for each font in a table. Kerning can also be handled on a job by job basis relative to the point size in effect.

<AK>	allow kerning
<XK>	cancel kerning
<KA[A]x>	*x = # r/u, A indic. x to be absolute value* kern additive
<KC[A]x>	*x = # r/u, A indic. x to be absolute value* kern character
<KO>	kern on number 1

Tracking/Letterspacing

<Tx>	*x = 0 to 3* track selection
<AL>	allow letterspacing
<XL>	cancel letterspacing
<LSx>	*x = r/u's 0 to 99* letterspace max
<SW[A]x>	*x = # of r/u's, A = indic value of x to be absolute* set white space

LAB EXERCISE

Lab Exercise 9 deals with hyphenation, manual kerning, and font family calls.

REVIEW

FORMATS

The purpose of a format is to eliminate redundant command codes and provide a quick, shorthand method of setting type. The benefit to users of the Magna system is that they can set up a format and use it in many different jobs without having to rewrite commands. *Refer to illustrations entitled 'FORMATS - CROSS REFERENCES, STYLE SHEETS' and 'A ROADMAP TO FORMATS - STORAGE & USE' detailing how to create, store, and use formats.*

Writing procedures (unlimited characters)

<SFx>	*x = # from 1 to 499* store format
<EF>	end format
<UFx>	*x = # from 1 to 499 corresp. to SF* use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SGx>	*x = # from 1 to 999* store global (Only available in global format area; command cannot be used within a job.)
<UGx>	*x = # from 1 to 999 corres. to SG* use global
<GSa>	*a = Magna job #* get style sheet
<DLx>	*x = # of text lines* delay lines
<DMx>	*x = vert depth P/p* delay measure

<KF>	kill format

Merging
Looping
Nesting

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[3 Set Up Mnemonic-to-Format Cross Reference Table]

[4 Global Format and Style Reference Options]

[1 Display All Format Numbers Not Assigned]

[2 Select or Create a Format]

[3 Display the Entire Global Format File]

[4 Process Style References]

LAB EXERCISE

Lab Exercise 10 covers writing and using formats. Cross referencing formats to a style sheet call and to a mnemonic are also included.

REVIEW

Character Manipulation

<IN>	set inferior (tab - down arrow) 1 char
<SU>	set superior (shift tab - up arrow) 1 char
<SC>	small caps
<XC>	cancel small caps
<BF>	build fractions
<XB>	cancel build fractions
<AG>	allow ligatures
<XG>	cancel ligatures
<PRp,w,l>	*p = ptsz as % of curr. max, w = set width as % of curr. ptsz, l = lead as % of curr. ptsz* pointsize relative
<CWx>	*x = pts/f* change set width

Accented Characters

Horizontal Escapement

<EIx,y>	*x = rule width in P/p, y = rule thickness* escape immediate

<NE>	no escape
<NF>	no flash
<CSx,y,z>	*x = min spacebd val, y = opti spacebd val, z = max spacebd val* change spaceband values
<SB>	non breakable spaceband
<QM>	quad middle (leader space)
<WLx>	*x = r/u's from beg of one dot to another* leader dots
<WXn,m>	*n = char, m = r/u's from char to another* leader character

Indents Related to EP

<IF[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, R = values are rel ems* indent first line triggered by EP
<IH[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, r = values are rel ems* indent hang triggered by EP, cancelled by XI
<XI>	Cancels IH
<IP[R]x,[R]y>	*x = left indent P/p, y = right indent P/p, r = values are rel ems* indent paragraph cancelled by an EP
<IXn>	*n = # from 1 to 20* set text indent, cancelled by an EP
<RIn>	*n = # from 1 to 20* return to indent cancelled by an EP or ET

Self Fulfilling Indent Commands

<ILx/[R]y,x/y,x[R]>	*x = # of lines, y = amount of indent P/p, r = y values are rel ems* indent left, cancelled by completion of lines or another IL or ET
<IRx/[R]y,x/[R]y>	*x = # of lines, y = amount of indent P/p, r = y values are rel ems* indent right, cancelled by completion of lines, another IR or ET
<OLm/[R]n,m/[R]n>	*m = depth P/p, n = left indent P/p, r = n value is in rel ems* outline left, cancelled by OL, IL, XY, or ET
<ORm/[R]n,m/[R]n>	*m = depth P/p, n = right indent P/p, r = n values are rel ems* outline right, cancelled by OR, IR, XY, or ET

Basic Indent Command

<IT[R]x,[R]y>
x = left indent P/p, y = right indent P/p, r = values are in rel ems indent take, cancelled by IT or ET

Graduated Indents

<SLn/[R]m,n/[R]m>
n = # of lines, m = indent P/p, r = values are rel ems skew left, cancelled by completion of line or ET

<SRn/[R]m,n/[R]m>
n = # of lines, m = indent P/p, r = values are rel ems skew right, cancelled by completion of lines or ET

<MLn/[R]m,n/[R]m>
n = depth in P/p, m = indent P/p, r = m value is rel ems measured skew left, cancelled by completion, ML, SL, XY, ET

<MRn/[R]m,n/[R]m>
n = depth in P/p, m = indent P/p, r = value in rel ems measured skew right, cancelled by completion of command, MR, SR, XY, or ET

LAB EXERCISE

Lab Exercise 11 works on various character manipulations, set width changes, building fractions, small caps, setting leader dots and setting indents.

REVIEW

DAY 4

Boxes & Rules

Explain how rules and boxes are drawn. *Typesetter differences should be noted and handout referenced.*

<DVx> *x = # from 0 to 40* define vertical rule
<SVx,y,z> *x = # 0 to 40 defined with DV, y = rule thickness, z = offset to left* set vertical

<WRx,y> *x = rule weight, y = lead below b/line pts/f* width rule - define/set horizontal rule
<USx,y> *x = pts below b/line, y = rule weight* underscore set
<XU> cancel underscore invoked with US
<BXa,b,c> *a = box width P/p, b = box depth P/p, c = rule weight* set ruled box
<BBa,b,c> *a = vert rule offset P/p, b = rule weight, c = spec. measure P/p (opt.)* begin box (variable)
<EB> end box (variable), terminates BB

Marking Points for vertical placement

<PMx> *x = # from 1 to 6* point mark
<RMx> *x = # from 1 to 6 correlating to PM* return to mark
<PXx> *x = # from 1 to 6. Marks max depth for copy* point max
<RXx> *x = # from 1 to 6. Return to max depth for total of all RM's.* return to max set
<XM> *Cancels overall max pt set by all PX.* cancels point marks

LAB EXERCISE

Lab Exercise 12 covers boxes, rules, mark and return to mark points, and style sheets, using the student's creativity to create his/her own training certificate.

REVIEW

Typesetting Tabular Material

Cover the six (6) basic tab set-up routines, providing examples on each one described.

Typesetting Tabular Material

<TNn[,Gm/r]>
m = gutter width P/p, r = vert rule weight, n = # columns 1 to 40, Gm/r (opt.). Sets up a # of equal tab cols. tab number

<TPx,[gm/r,]x,[Gm/r,]...x>
m = gutter width P/p, r = vert rule weight, x = prop units, Gm/r (opt.). Sets up a # of prop cols.
tab proportional

<TS[Gm/r,]P...P>

m = gutter width P/p, r = vert rule weight, p = tab indent from left P/p, Gm/r (opt.). Sets up cols starting at various pts across measure. tab set

<TBp[,Gm/r],n[,Gm/r]>

m = gutter P/p, r = vert rule weight, p = col width P/p, n = # cols, Gm/r (opt.). Sets up spec col widths, bal of mea divided. tab stub

<TT[Gm/r]>

m = gutter width P/p, r = vert rule weight, Gm/r (opt.). The TT code marks horiz pts on measure tab text

<TD[ExP/w,][{N}yPSMCA,][GzP/w,...]>

E = edge gut, x = edge gut width P/p, p = propor, w = vert rule weight {N} = template, specifiers are: y = col width P/p, S = std, I = ital, B = bold, O = other, U = force up, D = force down, M = force middle R = ragged right, L = ragged left, C = ragged ctr, A = dec alignment G = gutter, z = gutter width, w = vert rule weight. tab define

Horiz. & Vertical Tab Positioning

<QA>	quad automatic
<FD>	force down
<FM>	force middle
<FU>	force up

Cancelling Tabs

<QT>	quit tab
<XT>	cancel tab

Combining Rules with Tabs

<RTa,b>	*a = rule weight, b = immed lead prior to rule pts/f* rule tab block
<HT>	hold tab
<RHa,b>	*a = rule weight, b = immed lead prior to rule* return to hold tab
<TRx,y>	*x = rule weight, y = override lead value pts/f* tab rule

Other Tab Controls

<FVx>	*x = depth P/p. Determines perferred depth of col; looks to TD* fixed vertical depth

<JTx>	*x = # cols. Current already included in # cols. to jump.* jump tab columns
<MA>	MArk tab beginning
<SHx>	*x = # of cols. Combines and rag ctrs.* straddle head
<SKx>	*x = # of cols. Ignore for depth and rules when RH issued* skip tab
<XA>	ignore horiz. alignment for current col only

LAB EXERCISE

The last composition exercise is Lab 13 which practices the use of tab define, jumps, rule tabs, putting together a television schedule.

REVIEW

If time permits, discuss complex applications that students have come up against and suggest ways of coding them.

EXAM

The final exam should be given in class to all students. Spend between five and ten minutes explaining procedures and then allow at least one uninterrupted hour for the exam. While grading papers, you may want to allow students to redo any labs they might have had a problem with, or complete the Course/Instructor Evaluation.

INSTRUCTOR EVALUATION

Be sure that all students have completed the Course Evaluation before leaving class on the last day.

MAGNATYPE END USER'S BRIEF COURSE OUTLINE

Rev 5/07-04-88

DAY 1

INTRODUCTION

Trainer Introduction

Student Introduction

Course Introduction

Distribute the End User Training Handouts

Lab Exercise Explanation

Lab Exercise Diskettes

Illustrations

1. Program Files/INITL Results
2. Utility Files - Location and Content
3. DOS Files Residing on C:\Magna
4. DOS Root & Subdirectories
5. DOS Commands
6. Transferring Jobs in And Out of Magna
7. Hyphenation Priorities/English
8. Hyphenation Priorities/Foreign Languages
9. Formats - Cross Referencing, Style Sheets
10. A Roadmap to Formats - Storage & Use
11. File Server/Satellite File Transfers *(MagnaLink only)*
12. PI Code Tables/Overrides
13. Font Families

Tour of MagnaType Operator's Reference Manual

MAGNA-TIZING YOUR PC

Use of the MagnaLock

Appropriate ports

Connecting output devices to the MagnaLock

Correlation to software - 1 MagnaLock per computer

Damaged or faulty locks

MAGNA SOFTWARE

Floppy Diskette Handling

MagnaType Program Diskette

Refer to Illustration 1, Program Files/Initl Results

config.sys

ansi.sys

INITL

1. **Create Workarea File** (work.fil) *Removes all composed files and clears the log.*
2. **Create Parameter File** (param.fil) *Deletes all customer modifications.*
3. **Create Global Format File** (format.fil) *Erases all global formats.*
4. **Create Job File** (job.fil) *Erases all jobs in the system.*
5. **Create Dictionary File** (dict.fil) *Erases all dictionaries.*
6. **Create Font File** (font.fil) *Erases all font widths, kerns, pi character access, etc.*

Also explain effects of [Primary Selection Menu]

[4 Perform System Management Tasks]
[7 Clear Log]

Utilities Diskette

Refer to Illustration 2, Utility Files - Location and Content

Utility Files

1. param.fil
2. work.fil
3. font.fil
4. dict.fil
5. format.fil
6. job.fil - Refer to overhead to describe necessity and importance of relationship between *job.fil* and *directry.fil*
7. directry.fil

System Generated Files

Refer to Illustration 3, DOS Files Residing on C:\Magna Created by the System

1. datmv1.fil
2. datmv2.fil
3. .tmp files
4. print.fil
5. proof.fil

Why .tmp files get created/recreated.

DOS COMMANDS

Refer to Illustration 5, DOS Commands.

md	*make directory*
cd	*change directory*
format disk	*recreates root directory*
copy	*syntax from - to*
backup	
restore	
dir	*directory*
type	
diskcopy	*to copy the contents of one diskette to another*
erase	
Explain wild carding	
Explain file extensions	
del	*deleting files (always do a dir *.* to verify)*

CONCEPTS OF ROOT AND SUBDIRECTORIES

Refer to Illustration 4, DOS Root & Subdirectories

Discuss autoexec.bat

INSTALLING THE SOFTWARE

Program Disk

copy	*a:\*sys* to copy ansi.sys and config.sys to the hard disk at the root directory.
md	*magna*
cd	*magna*
copy	*a:\*.exe* to the magna subdirectory

Utilities Disk

copy	*a:\*.** copies all files from the Utilities disk to the Magna subdirectory

Preview Font Disk

copy	*a:\*.mft* copies all preview fonts from the Preview Font Disk to the Magna subdirectory

Connect the MagnaLock to the PC

Reset the PC *Ctrl/Alt/Delete*

cd	*magna* to access the Magna directory
Type	*xcomp* (replace "x" with the letter of your module)

LAB EXERCISE

Exercise 1 includes copying the software, loading the Program, Utilities, Preview fonts, and connecting the MagnaLock to the PC. Each student builds his/her own system using DOS commands.

REVIEW

SYSTEM HOUSEKEEPING

Purpose of good housekeeping

Backing up utility files

Restoring utility files

Packing the Disk

1. Make a DOS directory at the root level, i.e. HOLD.
2. Using Transfer Jobs, transfer all Magna jobs to the HOLD directory (using *).
3. Exit to DOS and verify that all jobs also reside in the HOLD directory.

4. Change the directory in DOS to Magna.
5. While still in DOS, access INITL and Create a new job.fil.
6. Reenter with *xcomp*. (0 jobs will be shown on the [Display the Job Directories and Log] menu). Use Transfer Jobs to import jobs from HOLD to Magna.
7. Verify that all jobs now reside in the master directory.
8. Exit to DOS and change the directory to HOLD at the root level.
9. Erase or delete the DOS files.
10. Use a formatted floppy to copy job.fil and directry.fil from the magna subdirectory to the root level (or subdirectory) of the floppy.

LAB EXERCISE

Lab exercise 2 covers system housekeeping routines (repacking the disk).

REVIEW

PRIMARY SELECTION MENU

Enter moves forward through selections

Esc generally moves back one menu

Software version number

[Field shown on Primary Menu] Explanation of *Space Available.*

MANAGING OUTPUT SPECIFICS

Working with system managers, reference the customer's specific output device while teaching the impact of these menus. Use *Typesetter Specifics* as a reference.

[6 Other System Options] (Any changes require escaping to Primary Selection Menu, exiting to DOS and reentering xcomp.)

- [1 System Configuration]
- [2 Typesetter Requirements]
- [3 Port Assignments]
- [4 System Subdirectories]
- [5 Network Composer Options]

System Manager Responsibility

Selecting an Assistant Manager

SYSTEM MANAGEMENT

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[2 Set Up Standards And Defaults]

Explain each field in the following screen displays.

- [1 System Standards - Value Responses]
- [2 System Standards - Yes/No Responses]
- [3 System Defaults - Value Responses]
- [4 System Defaults - Yes/No Responses]
- [5 MagnaPage Defaults - Value Responses]
- [6 Other System Options] (previously discussed)
- Access Program description (refer to handout)

LAB EXERCISE

Lab Exercise 3 illustrates the affects of System Standards and Defaults in a job with no command codes. The Access Program is installed and then disinstalled to familiarize system managers with the procedure.

REVIEW

DAY 2

Hyphenation

Refer to Illustration 7, Hyphenation Priorites/English and Illustration 8, Hyphenation Priorities/Foreign Languages
Discuss system inserted H&J line ending information
Discuss system-generated hyphens

Dictionaries

Refer to Illustration 8, Hyphenation Priorities/Foreign Languages

[4 PERFORM SYSTEM MANAGEMENT TASKS]

- [5 Examine Or Change The Hyphenation Dictionaries]
- [1 English Dictionary]
  - [1 Examine Or Change The Hyphenation Of A Word]
  - [2 Display The Dictionary]
- [2 Supplemental Dictionaries]
  - [1 Examine or Change the Hyphenation of a Word]
  - [2 Display a Supplemental Dictionary]
  - [3 Add or Remove a Supplemental Dictionary]
  - [4 Change the Name of a Supplemental Dictionary]
  - [5 Display A List Of Supplemental Dictionaries]

LAB EXERCISE

Lab Exercise 4 covers setting up a supplemental dictionary and a foreign dictionary. A job is transferred from the lab exercise diskette and the dictionaries are used in the job.

REVIEW

FONTS

[4 PERFORM SYSTEM MANAGEMENT TASKS]

- [6 Examine Or Change Font Information]
  - [1 Font Information Table]
  - [5 Display Font Directory]
  - [6 Font Management Tasks]

1. Change Font ID
2. Duplicate Font
3. Delete Font
4. List Font
5. Archive Font
6. Load Font Widths From Disk (limited to lcomp module)
7. Duplicate Autokern Widths

Font Families

Refer to Illustration 13, Font Families

[6 Examine Or Change Font Information]
    [4 Font Family Assignment Table]

Explain how any typeface selection can be grouped into a font family.

Kerning

    [2 Master Autokern Table]
Also cover font specific kerning values

Tracking/Letterspacing

[1 Font Information Table]
    [5 Tracking]

PI CODES & OVERRIDES

Refer to Illustration 12, PI Code Tables/Overrides

[3 PI Access Table]

LAB EXERCISE

Lab Exercise 5 works system managers through setting up kerning pairs, duplicating fonts, and setting up a font family.

REVIEW

KEYBOARD FUNCTIONALITY

Cursor Control

Function Keys/unshift, shift]

Control Keys - Ctrl F1, F4

Alt Keys

Tab Key

Open Quote, Quote/Shift Quote/Quote Override

Backslash (PI)

Hyphen

Command Code Keys/shift (.), (,)/plus & minus keys

Return/Enter

Caps Lock

Numeric Keypad

Shift Print Screen Insert

Delete

EDITING

Use Keyboard Templates found in user handout packages.

Programmable Keys/shift F6, F6/Alt 0-9

Block Defines/Moving, Deleting/shift F3, F3, F4

Search, Search & Replace/shift F9, F9

Preview/F10 after H&J, Zoom, Actual, Page, and cursor movement should be covered. *Refer to Preview documentation for further clarification.*

JOB MANAGEMENT

[3 CREATE A NEW JOB] Describe and differentiate each below:

Job Number, Job Take, Revision Number, Job Name

JOB-001-02 NAME

F-take

[Editing Complete] Menu

- [Change The Job Number]
- [Change The Job Name]
- [Save The Job/Send To Printer]
- [Save The Job/Prepare For Output]
- [Save The Job]
- [Return To Job]

[Ignore All Changes]

[1 DISPLAY THE JOB DIRECTORIES AND LOG]

[Jobs On disk For Editing]

Master Directory: (L)Print, (C)ompose, (F)inal Output, (N)ew Name, (D)irectory List, Automatic E(X)port.

[Jobs In Preparation For Output] Cover the kill function.

[Jobs Ready To Be Output]

[1 Display Entries Not Yet Typeset]
[2 Display All Entires]
[3 Kill All Typeset Entires]

[Display Log] aka System Log Report - Initl clears with Create Workarea File. Jobs queued to the typesetter and jobs transferred are displayed here.

[2 SELECT AN EXISTING JOB]

Cover each job management task as listed including how to retrieve the job which was just created.

(H)&J Text
(P)roof
(L)Print
(C)ompose
(F)inal
(O)utput
(K)ill (use of *x*)
(D)uplicate
(R)enumber
(J)oin
Automatic E(X)port (how it uses a specific subdirectory).

[5 TRANSFER JOBS]

Refer to Illustration 6, Transferring Jobs in and out of Magna

Transporting jobs in and out of Magna

1. Moving jobs from an outside source to Magna
2. Moving jobs from Magna to an outside source
3. Moving typeset output to the Magna System
4. Automatic Import/Export
5. Displaying Subdirectories

LAB EXERCISE

Lab Exercise 6 is the first introduction to creating a job. Many other job management tasks are also performed in this lab.

LAB EXERCISE

Lab Exercise 7 covers keyboard functionality, editing functions, and transferring jobs in and out of Magna.

REVIEW

COMPOSITION

Basic parameters. Combination command codes ***CP10/12X25,TR*** or ***CC25,TR,10,12*** as opposed to:

<CP10>	change point size to 10 point
<CL12>	change lead to 12 point
<CC25>	change column to 25 picas
<CFTR>	change font to Times Roman
<XY>	horizontal and vertical coordinates

Use of ***MS*** and ***MG***

Line Enders

<QL>	quad left (alt L)
<QR>	quad right (alt r)
<QC>	quad center (alt c)
<JU>	force justify line (alt j)
<EP>	end paragraph. Explain the various effects of this command. (alt p)
<QA>	quad automatic. Affect on tabs primarily (alt a)

Rags

<RL>	ragged left
<RR>	ragged right
<RC>	ragged center
<XR>	cancel rags
<CR>	controlled rags

Leading Commands

<CL>	change lead
<EL>	extra lead

<PL>	paragraph lead
<ZL>	zero lead
<LR>	lead relative
<RV>	reverse lead
<IA>	increment auto lead

Fixed Spaces

<EM>	em space (alt n)
<EN>	en space (alt m)
<FG>	figure space (alt f)
<TH>	thin space (alt t)
<UN>	unit space (alt u)

LAB EXERCISE

Lab Exercise 8 incorporates composition basics with H&J considerations and line endings. Embedded messages are also included in the job stream.

REVIEW

DAY 3

HYPHENATION/DICTIONARIES

Hyphenation

<AH>	allow hyphenation
<XH>	cancel hyphenation
<HC>	consecutive hyphen max
<HH>	discretionary hyphen (alt h)
<AW>	allow widow hyphenation
<XH>	cancel widow hyphenation

Dictionaries

<ED>	enter dictionary word
<SD>	use supplemental dictionaries
<XD>	cancel supplemental dictionaries
<FH>	foreign hyphenation

FONTS

<CF>	change font

Font Families

Purpose/Benefits/How to use in a job.
Refer to Illustration 13, Font Families

<FF>	font family
<FS>	font standard (alt s)
<FB>	font bold (alt b)
<FI>	font italic (alt i)
<FO>	font other (alt o)

Kerning

<AK>	allow kerning

<XK>	cancel kerning
<KA[A]>	kern additive
<KC[A]>	kern character
<KO>	kern on number 1

Tracking

<T>	track selection
<AL>	allow letterspacing
<XL>	cancel letterspacing
<LS>	letterspace max
<SW[A]>	set white space

LAB EXERCISE

Lab Exercise 9 deals with hyphenation, manual kerning, and font family calls.

REVIEW

FORMATS

Refer to illustrations 9 and 10, Formats - Cross References, Style Sheets and A Roadmap To Formats - Storage & Use detailing how to create, store, and use formats.

Writing procedures (unlimited characters)

<SF>	store format
<EF>	end format
<UF>	use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SG>	store global (Only available in global format area; cannot be used within a job.)
<UG>	use global
<GS>	get style sheet
<DL>	delay lines
<DM>	delay measure
<KF>	kill format

Merging
Looping
Nesting

[4 PERFORM SYSTEM MANAGEMENT TASKS]

[3 Set Up Mnemonic-to-Format Cross Reference Table]

[4 Global Format and Style Reference Options]

[1 Display All Format Numbers Not Assigned]

[2 Select or Create a Format]

[3 Display the Entire Global Format File]

[4 Process Style References]

LAB EXERCISE

Lab Exercise 10 covers writing and using formats. Cross referencing formats to a style sheet call and to a mnemonic are also included.

REVIEW

Character Manipulation

<IN>	set inferior (tab - down arrow) 1 char
<SU>	set superior (shift tab - up arrow) 1 char
<SC>	small caps
<XC>	cancel small caps
<BF>	build fractions
<XB>	cancel build fractions
<AG>	allow ligatures
<XG>	cancel ligatures
<PR>	pointsize relative
<CW>	change set width

Accented Characters

Horizontal Escapement

<EI>	escape immediate
<NE>	no escape
<NF>	no flash
<CS>	change spaceband values
<SB>	non breakable spaceband
<QM>	quad middle (leader space)
<WL>	leader dots
<WX>	leader character
<SW[A]>	set white space

Indents

<IF>	indent first
<IH>	indent hang
<XI>	cancel indent hang
<IP>	indent paragraph
<IX>	set text indent
<RI>	return to text indent

Self Fulfilling Indents

<IL>	indent left
<IR>	indent right
<OL>	outline left
<OR>	outline right

Basic Indent

<IT>	indent take

Graduated Indents

<SL>	skew left
<SR>	skew right
<ML>	measured skew left
<MR>	measure skew right

LAB EXERCISE

Lab Exercise 11 works on various character manipulations, set width changes, building fractions, small caps, setting leader dots and setting indents.

REVIEW

DAY 4

Boxes & Rules

Explain how rules and boxes are drawn. *Typesetter differences should be noted and handout referenced.*

<DV>	define vertical rule
<SV>	set vertical
<WR>	width rule - define/set horizontal rule
<US>	underscore set
<XU>	cancel underscore
<BX>	box set
<BB>	begin box (variable)
<EB>	end box (variable)

Marking Points for vertical placement

<PM>	point mark
<RM>	return to mark
<PX>	point max
<RX>	return to max set
<XM>	cancels point marks

LAB EXERCISE

Lab Exercise 12 works on boxes, rules, and mark points to build a training certificate. Style sheets are reinforced in this lab.

REVIEW

Typesetting Tabular Material

Cover the six (6) basic tab set-up routines, providing examples on each one described.

Basic Tabs

<TN>	tab number
<TP>	tab proportional
<TS>	tab set
<TB>	tab stub
<TT>	tab text
<TD>	tab define

Tab Positioning

<QA>	quad automatic
<FD>	force down
<FM>	force middle
<FU>	force up

Cancelling Tabs

<QT>	quit tab
<XT>	cancel tabs

Combining Rules with Tabs

<RT>	rule tab
<HT>	hold tab
<RH>	return to hold tab
<TR>	tab rule

Other Tab Controls

<FV>	fixed vertical depth
<JT>	jump tab
<MA>	MArk tab beginning
<SH>	straddle head
<SK>	skip tab
<XA>	cancel horizontal alignment

LAB EXERCISE

Lab Exercise 13 creates a television schedule using a tab define command setup with rules.

REVIEW

EXAM

INSTRUCTOR EVALUATION

LAB EXERCISE 1 MAGNATYPE END USER'S

SUBJECT Copying floppies, installing software, DOS.

TOOLS This exercise requires a complete set of software including the

a) Program Disk
b) Utilities Disk
c) Preview Font Disk

Three blank 5¼" floppy diskettes.

Brief Course Outline

MagnaLock

SCOPE This lab covers copying and installing the MagnaType software. Several of the DOS commands discussed in the previous lecture will be used in this exercise.

INSTRUCTIONS

Make a copy of of each software disk using the blank floppies.

Install the Program Disk first, followed by the Utilities Disk and then the Preview Font Disk. If necessary, refer to the "Installing the Software" section in your course outline handout.

Connect the MagnaLock to your PC and bring up the program.

Completion of this exercise should result in the Primary Selection Menu displayed on the PC.

LAB TIME Total lab time will be 45 minutes.

SUBJECT System housekeeping routines.

TOOLS A PC with Magna software installed.

One or two formatted backup utility floppy disks.

SCOPE This lab covers *packing* the disk and backing up utility files onto a separate floppy disk (other than the Magna Utility Diskette).

INSTRUCTIONS

REPACK THE DISK performing the following steps:

1. Make a DOS directory at the root level called HOLD.
2. In Magna, transfer all Magna jobs to the HOLD directory (use *).
3. Exit back to DOS and verify that all jobs reside in HOLD.
4. In DOS INITL the job.fil.
5. Change the directory in DOS to *magna*.
6. Reenter Magna with *xcomp* and use TRANSFER JOBS to import jobs from HOLD back to Magna.
7. Verify that all jobs now reside in the Master Directory.
8. Exit to DOS and change the current directory from MAGNA to HOLD at the root level.
9. Delete the DOS files from the HOLD directory.
10. Using the formatted Utility backup diskette, copy job.fil and directry.fil from the MAGNA subdirectory to the root level (or subdirectory) of the floppy.

LAB TIME Lab time will be 30-40 minutes.

SUBJECT How System Standards and Defaults affect a job. Using the Access Program to restrict access to selected workstations.

TOOLS The MagnaType Lab Exercise Diskette (1 of 2).

The Access Program Diskette (and Access Program handout if necessary).

SCOPE This lab illustrates the affects the System Standards and Default menus have on a job with no composition codes. The lab provides hands-on experience with the Access Program and what the menus look like before and after the program has been loaded.

INSTRUCTIONS Insert the Lab Exercise Diskette into drive A. Using TRANSFER JOBS from the Primary Selection Menu, transfer the file called ***sysstds-001*** from the ***xfer*** floppy subdirectory. Call up the job in the H&J mode (H) and notice the line endings and hyphenation.

From the Primary Selection Menu, access PERFORM SYSTEM MANAGEMENT TASKS and then SET UP SYSTEM STANDARDS AND DEFAULTS. Go into the SYSTEM DEFAULTS - VALUE RESPONSES' menu and make the following changes:

change COLUMN MEASURE to 10 picas.
change POINT SIZE to 10
change LEADING to 10.

Go into the SYSTEM DEFAULTS - YES/NO RESPONSES. Set hyphenation to *N* (off).

Remember to exit to DOS after making the changes, reenter xcomp, and then reH&J the ***sysstds-001*** take. Notice the line ending decisions have changed based on the new values; no words are hyphenated.

Go back into the SYSTEM DEFAULTS - VALUES' menu and change the values back to:

change COLUMN MEASURE to 20 picas.
change POINT SIZE to 12
change LEADING to 12.

Use the SYSTEM DEFAULTS - YES/NO RESPONSES to turn hyphenation back on.

Exit to DOS and then reenter Magna.

ReH&J the ***sysstds.001*** take and note the new line endings and hyphenation.

Remove the Lab Diskette and Insert the Access Program Diskette. Using the *Access Program* handouts, exit to DOS, and while in the *MAGNA* subdirectory, load the program with *a:access ENTER*. *(If you make a mistake, press ESC and try again.)* When the Utility Access Program menu appears, type ***xcomp.exe ENTER***, followed by an *N* response to "CAN WORKSTATION ACCESS UTILITIES (Y/N):".

Escape out of the program and reenter Magna. Notice the menu differences when [4. PERFORM SYSTEM MANAGEMENT TASKS] is accessed. Only five menu items display.

Repeat the process using the Access Program to once again access the SET UP SYSTEM STANDARDS AND DEFAULTS' menu.

LAB TIME Lab time will be approximately 40 minutes.

LAB EXERCISE 4

SUBJECT A practice in setting up supplementary foreign dictionaries. A job with English, French, and Spanish is transferred and the newly created dictionaries are used.

TOOLS The MagnaType Lab Exercise Diskette 1 of 2 *DICT-001.*

Blank formatted disk for utility file storage.

Output example (attached).

SCOPE This lab illustrates the affects of applying user-definable dictionaries to a job. Two dictionaries will be created in this lab.

INSTRUCTIONS

Insert the Lab Exercise Diskette into drive A. Using TRANSFER JOBS from the Primary Selection Menu, transfer the file called ***DICT-001*** from the ***xfer*** floppy subdirectory. Call up the job in the H&J mode (H) and notice the line endings and hyphenation. Compare them against the line endings of the output example attached to this sheet. Notice that the results don't match.

Create two foreign language exception word lists, one for Spanish, and one for French following the instructions below.

Access [4. PERFORM SYSTEM MANAGEMENT TASKS]
[5. EXAMINE OR CHANGE THE HYPHENATION DICTIONARIES]
[2. SUPPLEMENTARY DICTIONARIES]
[3. ADD OR REMOVE A SUPPLEMENTARY DICTIONARY]
Add a Spanish and a French dictionary, following the instructions provided on the screen display.

Next access [4. PERFORM SYSTEM MANAGEMENT TASKS]
[5. EXAMINE OR CHANGE THE HYPHENATION DICTIONARIES]
[2. SUPPLEMENTARY DICTIONARIES]
[1. EXAMINE OR CHANGE THE HYPHENATION OF A WORD]
Use the following *roots* to create first a Spanish, and then a French dictionary.

SPANISH

ACA-DEMICO
ANO.
BIPEDO
DI-SIMULO
DISPUTA
ESCUA-DRA
ME-MORIA
PE-NET
SACER-DOTE

FRENCH

ANTI-.
ARCHEO-.
ARCHI-.
AUTO-.
BIBLIO-.
CIRCON-.
COMP-TE
DES-.
ESTRA-.
HECTO-.
HYDRO-.
HYPER-.
HYPO-.
INFRA-.
KILO-.
MICRO-.
MONO-.
OMNI-.
PERI-.
PHOTO-.
POLY-.
RADIO-.
REM-PLA-C
SOUS-.
STEREO-.
SUR-.
TELE-.
TRANS-.
ULTRA-.

Once again, call up the job ***DICT-001*** in the proof mode. Add an <FHF> before the French text and an <FHS> directly before the Spanish text. H&J the job. (Preview the job if you have the capability.) The results should match the output sample.

Exit to DOS and back up the contents of ***DICT.FIL*** to the formatted utility disk.

LAB TIME Lab time will be approximately 40 minutes.

OUTPUT EXAMPLE 4

MAGNATYPE END USER'S

ENGLISH

Changing EP Color Cartridges

- Remove the EP cartridge from the printer.
- Remove the EP cartridge to be used from the storage case, and insert the EP cartridge into the printer.
- Place the EP cartridge that has just been removed from the printer in the storage case and securely fasten the catch.
- Do not turn the storage case containing the EP cartridge upside down.

Caution

- Do not stand the cartridges on end or turn them upside down. The caution label or the handle should always be up.
- Keep cartridges away from children.
- Do not attempt to adjust or disassemble the cartridges.
- Do not open the drum protective shutter.
- Do not expose cartridges to direct sunlight or light of more than 1,500 Luxes.
- Do not use cartridges for an hour or more after moving them from a cold environment to a warm one. (Refer to the operation manual.)
- When white stripes appear on copy or parts of copy are faint, hold the cartridge horizontally and turn it 45° in both directions several times.
- Do not attempt to remove the toner contained in the cartridge.

FRENCH

Remplacement des Cartouches EP Couleurs

- Sortir la cartouche EP à mettre en service du boîtier de rangement et la glisser dans l'imprimante.
- Remettre dans le boîtier de rangement la cartouche EP qui vient d'être retirée de la machine et bien verrouiller le fermoir.
- Ne pas retourner le boîtier de rangement sens dessus dessous lorsqu'il contient une cartouche EP.

Attention

- Ne posez pas les cartouches sur une extrémité et ne les renversez pas. Posez-les avec l'étiquette de précaution ou la poignée en haut.
- Eloignez les cartouches des enfants.
- Ne tenez pas de régler ni de démonter les cartouches.
- N'ouvrez pas le volet protecteur de tambour.
- N'exposez pas les cartouches au rayonnement solaire direct ni à une source de lumière dépassant 1.500 lux.
- Ne pas utiliser les cartouches avant au moins une heure après les avoir transportées d'un endroit froit à un endroit chaud. (Voir le manuel d'opération.)
- Lorqu'il y a des traces blanches sur la copie ou si le contraste est mauvais, tenir la cartouche horizontalement et la tourner à 45° dan les daux sens plusieurs fois.
- Ne pas tenter de retirer une encre présentée en les cartouches.

SPANISH

Cambio de cartuchos de color EP

- Quite el cartucho EP de la impresora.
- Quite el cartucho EP que va a utilizar de la caja de almacenamiento insértelo en la impresora.
- Ponga elcartucho EP que acaba de quitar de la impresora en la caja de almacenamiento y cierra la caja firmemente.
- No de vuelta a la caja de almacenamiento que contiene el cartucho EP.

Precaucione

- No apoyo los cartuchos sobre sus extremos y no los ponga tampoco al revés. La etiqueta de precaución del asa debe estar siempre hacia arriba.
- Mantenga los cartuchos alejados de los niños.
- No trate de ajustar o desmontar los cartuchos.
- No abra el cierre protector del tambor.
- No exponga los cartuchos a la luz directa del sol o a luces de mas de 1.500 luxes.
- No use cartuchos durante una hora o mas despúes de haberlos cambiado de un lugar frio a otro caliente. (Consulte el manual de operación.)
- Cuando aparezcan franjas blancas en la copia o ésta no tiene suficiente intensidad, sujete horizontalmente el cartucho y girelo 45° en ambas direcciones varias veces.
- No trate de retirar toner en los cartuchos.

SUBJECT Setting up kerning pairs in the Master Autokern Table, copying fonts, duplicating kerning values. Understanding the benefits of setting up font families.

TOOLS A system installed with Magna.

SCOPE This exercise covers several system management procedures with regard to autokern pairs and font specific kerning values.

INSTRUCTIONS

Begin by duplicating the font ***HR*** (Helvetica standard) to ***HZ*** (an imaginary font).

Access the Master Autokern Table and add ***wa*** to the list of character pairs. The character pair will take its place in the list alphabetically which can be seen the next time the table is accessed.

In the font specific information table, access the Autokern Values for the typeface ***HR*** (Helvetica standard). Notice that the character pair ***wa*** now appears with a 0 value. Set up the kerning value for 6 relative units. Set up 3 relative units between the ***rr***.

Next duplicate the autokern values of HR to HZ (the font you duplicated earlier).

Display the kerning values for HZ. Change the kerning between the ***w*** and ***a*** to 4 relative units.

Set up a font family with 4 different typefaces using ***HR*** and 3 others. The requirement here is to have at least one **bold face**, one *italic face*, a standard face of HZ, and one ***other***.

LAB TIME The allotted time for this lab is 20-30 minutes.

SUBJECT Creating a job and performing other job management tasks.

TOOLS A PC with Magna software installed.

SCOPE This lab covers creating a job, creating an -F take, renumbering jobs, and renaming, duplicating, joining and killing takes.

INSTRUCTIONS Create two takes under the same job number. Use your three initials backwards for the job number. (For example, for initials KAL, use LAK.) Type your name in the first take and your address in the next, ending each line with an *ALT L*. Don't be concerned about composition codes at this point. Name the takes TAKE1 and TAKE2 respectively.

JOB NUMBER: LAK-001 JOB NAME: TAKE1
JOB NUMBER: LAK-002 JOB NAME: TAKE2

Create an -F take under the same job number and call the job name "formats". Enter the keystrokes "<SF80><EF>" in the take. ***Do not*** end it with an *ALT L* or *ALT P*. Only formats are allowed in this take and the system *separates* the formats for you. (This take will be used in a future lab as well as this one.)

JOB NUMBER: LAK-F JOB NAME: FORMATS

Display all of your newly-created takes on the Master Directory. Three takes should be listed under the job number *LAK*.

Renumber each take using SELECT AN EXISTING JOB from the Primary Selection Menu to now be your initials forward (e.g. KAL). From the Master Directory, change the job name of the job number to your first name (e.g. Kathy).

JOB NUMBER: KAL JOB NAME: KATHY

Call up Take 1 in the Proof mode and delete your last name (use the DELETE KEY) and then rename the take "NEWTAKE1" from the EDITING COMPLETE menu.

Call up Take 2 in the Proof mode. Join Take 1 to Take 2 and then from the EDITING COMPLETE menu, rename Take 2 "NEWTAKE2". Display all takes under job number KAL on the Master Directory. The screen should display three takes that look like this:

```
001-02 06MAY88 08:18 KL NEWTAKE1
002-02 06MAY88 08:20 KL NEWTAKE2
 -F-01 06MAY88 08:17 KL FORMATS
```

Duplicate Take 2 to create Take-3 under the new job number (KAL).

Kill Take-3

LAB TIME Actual lab time should extend between 20-30 minutes.

SUBJECT Keyboard functionality, programming keys, block manipulation, and search and replace. Working with the job floppy, transferring jobs in and out of Magna.

TOOLS A PC with Magna software installed.

The MagnaType Lab Exercise Diskette 2 of 2 (the jobs called ***sysstds-001*** and ***DOSFILE.HLP***.)

SCOPE Use of the function keys and basic text editing toolset are featured to help the student gain familiarity. This lab covers archiving jobs onto a working floppy and transferring archived Magna jobs back into Magna from a floppy. The exercise also deals with transferring a DOS file from a floppy into the Magna environment.

INSTRUCTIONS

Insert Lab Exercise Diskette 2 of 2 into Drive A. Using TRANSFER JOBS from the Primary Selection Menu, transfer the job ***sysstds-001*** from the ***xfer*** subdirectory on the floppy (if an overwrite message appears, respond with ***Y***).

Duplicate the job called ***sysstds-1*** and name the new job ***comp-1***.

Call up the job ***comp-1*** in the proof mode.

Program ALT6 to include these keystrokes: <CC23>

Define a block to copy both paragraphs and copy it two times to the end of the take.

Search and replace *blossoms* with *beautiful yellow blossoms*.

Save the job.

Using TRANSFER JOBS from the Primary Selection Menu, select DISPLAY DIRECTORIES and type an "*a*" followed by ENTER. The following will display:

```
XFER     <DIR> 06MAY88 09:00
MTTRAIN  <DIR> 06MAY88 08:58
```

This shows you that there are two subdirectories on this floppy.

Archive the take that you just edited called ***comp-001*** onto Lab Diskette 2 by using TRANSFER JOBS from the Primary Selection Menu and select MOVE JOB FROM MAGNA TO AN OUTSIDE SOURCE into the *MTTRAIN* floppy subdirectory. Then get a directory of the floppy subdirectory ***MTTRAIN*** listing the archived jobs. *Each time you archive a Magna job to floppy, a copy of the job on the floppy by the same name is overwritten.*

Now use MOVE JOB FROM AN OUTSIDE SOURCE TO MAGNA to overwrite the take you just archived onto floppy back into Magna. When "JOB ALREADY EXISTS" displays, respond with 'Y' to "SHOULD MAGNA BE REPLACED (Y/N)" . *Type a 'Y'*.

Move a DOS file from a floppy to Magna. Use TRANSFER JOBS in the Primary Selection Menu and MOVE JOB FROM AN OUTSIDE SOURCE TO MAGNA.

Move the file on the Lab Exercise Floppy in the *xfer* subdirectory called ***DOSFILE.HLP*** into the Magna environment. Once transferred, use "DOSFILE" for the Magna job number and display it in the Master Directory.

Proof the job.

LAB TIME The allotted time for this lab is 30-40 minutes.

SUBJECT This lab incorporates composition basics with H&J considerations and line endings. As part of the coding, descriptive messages should be included in the text stream.

TOOLS The previously transferred take called ***comp-001***.

Typeset example of the results of this lab (attached).

Font calls have been provided in instructions and are surrounded by parentheses.

SCOPE This lab concentrates on applying codes to a job which previously used system standards and defaults only. Use of the function keys and basic text editing toolset are featured to help the student gain familiarity.

INSTRUCTIONS

Call up the job ***comp-001*** in the proof mode.

Add text and codes to the job per the following specs:

Center a heading at the top in 18 Bold Helvetica (HB) type entitled 'DESERT LANDSCAPE'

Insert an extra lead value of 24 points between the heading and the text.

Set the line Measure for 33 picas

Use Helvetica Standard (HR) for the text face

Set the point size to 10 on 12 points of lead

Leading between *paragraphs* should be 18

Use an End Paragraph after each occurrence of *enigma* (use search & replace) to execute a larger amount of leading.

Flush paragraph two left, paragraph four right, and the last paragraph left.

An EM space should precede all occurrences of *Mountains*, and *On a rocky*.

Using ALT6 (that you programmed earlier), burst in the change column command before the last *On a rocky*.

Use the message command whenever appropriate.

H&J the job.

Preview the job in size to fit, actual, and zoom modes.

LAB TIME The allotted time for this lab is 30 minutes.

DESERT LANDSCAPE

Mountains have been many things to many people, but none have seen them whole. Like all great mysteries they are greater than the sum of their parts, and familiarity but defines better the terms of their enigma.

On a rocky ridge yellow brittlebush swirls in a gentle breeze, jagged rocks conceal a cache of speckled brown eggs nestled like Easter candy in soft grass, butterflies cluster on flower heads, yellow and orange wings camouflaged against the beautiful yellow blossoms. High above a lone hawk circles, hunting. While the raucous chimes of an ice cream truck jangle nearby.

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SUBJECT Hyphenation, manual kerning, use of XY coordinates, and font family calls.

TOOLS MagnaType Lab Exercise Diskette 2 of 2 ***HYPH-001***.

Typeset example of the results of this lab (attached).

SCOPE The focus of this lab exercise is to bring many of the codes from the previous lecture into play. A three column (nontabular) receipe includes font family and direct font calls, fractions, and a practical use for the XY command. Hyphenation is turned off and on as necessary with codes.

INSTRUCTIONS

Transfer the job ***HYPH*** from Lab Exercise Diskette 2 of 2 from the ***MTTRAIN*** subdirectory. The text and rules have been provided for you.

Prepare the job to match the attached output sample using the following specs:

Column 1 is 9 picas wide; columns 2 and 3 are both 14 picas wide.
Leave a 1 pica gutter between all columns using XY coordinates as follows:
The first row/column starts at 2 picas horizontally and 1 pica vertically.
Row 1/Column 2 starts at 12 picas horizontally and 1 pica vertically.
Row 1/Column 3 starts at 27 picas horizontally and 1 pica vertically.
The remaining rows start at 7 vertically (the same horizontal placements apply).

Use Font Family Avant Garde (AVR) with column 1 in bold 9/12, and columns 2 and 3 in standard face of 9/12. The only italic face used is in column 2, row 1.
Put in an extra lead of 12 points between *Makes 6 servings* and *Per serving:*.
A direct font call of Times Roman is made for the last 4 lines in row 3 and the point size changes to 7.

Use an enter dictionary word for *Anaheim* at the top of the job to avoid hyphenation.

Cancel hyphenation for row 1; allow hyphenation for rows 2 and 3.
Use automatic build fractions and ragged right commands at the beginning of the job.

Use a kern character to kern 4 relative units between the *S* and *W* in SWEET-SOUR.

LAB TIME The allotted time for this lab is 30-40 minutes.

SWEET-SOUR FLANK STEAK

Preparation time: 10 minutes
Marinating time: 4 hours or more
Grilling time: 8 to 10 minutes

Calories per serving: 217

⅓ cup cider vinegar

¼ cup *each* honey and soy sauce.

1 clove garlic, minced or pressed

⅛ teaspon liquid Anaheim hot pepper seasoning

1 flank steak (about 1½ lbs.)

Vegetable oil cooking spray

Parsley sprigs

Light and lean flank steak comes off the grill juicy and full of flavor when it's marinated, then cooked just to the rare stage.

In a small pan, combine vinegar, honey, soy sauce, garlic, and Anaheim hot pepper seasoning. Place over medium heat and cook, stirring often, until honey is dissolved and mixture is well blended (about 5 minutes). Let cool slightly.

Trim and discard any fat from meat; place steak in a shallow bowl or baking disk. Pour vinegar mixture over steak, over, and refrigerate for at least 4 hours or until next day, turning steak once or twice.

Remove steak from marinade and drain briefly, reserving marinade.

Spray a barbecue grill with cooking spray. Place steak on grill 4 to 6 inches above a solid bed of medium coals. Grill, turning once and basting often with some of the marinade, until done to your liking when slashed (about 4 minutes on each side for rare).

Transfer steak to a carving board and keep warm. In a small pan, boil any remaining marinade over high heat until reduced to about ½ cup. Cut meat across grain into thin, slanting slices. Garnish with parsley. Accompany with marinade. Makes 6 servings.

Per serving: 25 grams protein, 14 grams carbohydrates, 7 grams total fat, 3 grams unsaturated fat, 77 milligrams cholesterol, 972 milligrams sodium.

SUBJECT Writing and using formats; using merge to segment formats. Cross referencing formats to a style sheet. Cross referencing formats to a mnemonic.

TOOLS MagnaType Lab Exercise Diskette 2 of 2 ***(FMTS-001, FMTS-002, FMTS-F).***

Typeset example of the results of this lab (attached).

Font calls have been indicated within parentheses for quick reference throughout the instructions.

SCOPE This exercises touches on many ways in which formats can be written and used in the MagnaType system.

INSTRUCTIONS

Insert Lab Exercise Diskette 2 of 2 and transfer all takes with the job number ***FMTS*** from the floppy subdirectory called MTTRAIN using TRANSFER JOBS.

Call up Take-001 in the proof mode. The take contains a heading, a byline, and body copy. You will be writing formats for these three elements as noted with the <MS> command screen message.

Call up the -F take under the same job number (CTRL F1) and write three formats — one for each element in Take-001, using merges to chain them together. You will notice that the format begin and end codes have been provided for you under format numbers 80, 81, and 82 consecutively. Use the following specs:

Come down 2 picas from the top before setting the head.
Set the line measure for 42 picas.
Set the heading in Times Bold (TB) in 72/76 centered.
Set ***Next Door*** in Times Bold Italic (TO) 48/50 centered.
Allow 12 points between the italic portion of the heading and the byline.
Set the byline in Helvetica Narrow (HNR) in 14/16 centered.
Lead 36 points between the byline and the body copy.
Set the body copy in Helvetica Narrow Oblique (HNI) in 10/12 with a paragraph lead of 14 (total points between paragraphs).

Reenter Take-001 in the proof mode and call the formats. H&J the job. Preview the job and compare with the final output example provided.

Duplicate the job and call it ***FMTS-002***. Create three style references called ***head***, ***byline***, and ***body copy***. Use the style sheet calls in Take-002 instead of the format calls. H&J the job. Preview the job; you should get the same results as in the previous step.

Set up mnemonic to format cross references for formats 80, 81, and 82. Use mnemonics **AX, AY,** and **AZ.** Reenter Take-002 and and use the semi-colon mnemonic calls. H&J the job again to verify the results.

LAB TIME The allotted time for this lab is 1 hour.

The WILDERNESS *Next Door*

BY KATE SEAGOTE

Hikers enjoy unspoiled desert only blocks from their homes, frantic volleyball players spike balls in developed picnic areas, and families fry steaks in built-in barbecues and play softball, all in the shadow of rugged peaks, the opposite ridges of which hold no indication of human encroachment.

Begin your Sun Circle Trail tour at Granite Reef Dam and follow it south through the city of Mesa along canal banks to the farming community of Gilbert.

Due west twelve miles, along the banks of the Western Canal, brings you to South Mountain Park. The trail follows the crest of the mountain for a dozen miles, then drops to meet the Gila River on the other side of the park. Forty miles of trails within the park lead hikers into remote canyons, where a natural bridge, rock tunnel, and a "fat man's gap" entice the curious. Preserves have steep, remote trails, so wear sturdy shoes, a hat, and take a friend along. Be sure you also take enough water, a gallon a day per person minimum in warm weather.

South Mountain Park is the world's largest municipally-owned park, with 16,000 acres of desert inside its boundaries. There are picnic sites for up to 5000 people, special areas for dancing and skating, and spectacular views of downtown Phoenix.

On the other side of the ridge, the Sun Circle Trail detours around the boundary of the Gila River Indian Reservation to the corner of Estrella Mountain County Regional Park. Although the trail itself does not enter Estrella, a network of secondary trails winds around the valleys and high ridges inside the park.

SUBJECT Working on various character manipulations, changing set widths, building fractions, small caps, superiors, and setting leader dots and indents.

TOOLS MagnaType Lab Exercise Diskette 2 of 2 (*INDENTS-001*).

Typeset example of the results of this lab (attached).

Typesetter Specifics handouts.

SCOPE This lab provides an exercise that has a variety of elements. The job is a three-column ad which includes pi characters, small caps, auto fractions, a multitude of font transitions and indents. Scattered amongst the three columns are category headings which are set in bold in a different point size than the body copy. The job which you will transfer over has all of the text and includes messages which provide cues as to where coding should be applied. Hint: the job has been structured to allow the extensive use of search and replace.

INSTRUCTIONS

Insert Lab Exercise Diskette 2 of 2 and transfer the take with the job number *INDENTS* from the floppy subdirectory called MTTRAIN using TRANSFER JOBS.

Call up INDENTS-001 in the proof mode.

Code the job to resemble the output example attached using the following specs:

Set body copy 7/9 in Helvetica standard face in three columns of 13 picas, 6 points wide with two 6 point gutters. The first column is 62 deep, the second is 56.

Messages have been provided throughout the exercise to cue you on which portions should be bolded.

All characters in parentheses are to be set in an Helvetica italic face (same point size).

A format should be written for the bold faced category types which are centered with extra lead of 8 points above and 6 points below in Helvetica bold 11 point type.

A (---) has been provided for the width leader commands (a search and replace might be helpful here).

Pay special attention to messages requesting small caps, bullets, and special pi characters. Check your output for the desired result.

The first price in each column should include a dollar sign.

LAB TIME The allotted time for this lab is 1 hour and 30 minutes.

OUTPUT EXAMPLE 11

COMPONENTS

Hercules . . . 2 years	
Color Card (*CGA*)	$159.
Graphics Card Plus	189.
Network Card Plus (*Graphics Card Plus and TOPS compatible card in one*)	call
Intel . . . 5 years	
Inboard 386/PC w/1 Meg	call
Inboard 386/AT (*req. installation kit*)	949.
AboveBoard 286 512k	319.
AboveBoard PS/286 ØK (*for MicroChannel*)	279.
8087 (*for IBM-PC & XT*)	114.
8087 (*for AT & XT286*)	195.
80287-8 (*for 8 MHz 80286 machines*)	249.
80287-10 (*for PS/2 Models 50 & 60*)	319.
80387 (*for 16 MHz PS/2 Model 80*)	499.
80387-20 (*for 20 MHz PS/2 Model 80*)	749.
Kensington Microware . . . 1 year	
Masterpiece	94.
Masterpiece Plus	109.
key tronic . . . 3 years	
101 Keyboard (*enhanced layout*)	99.
Kraft . . . 1 year	
Three-button Joystick (*w/$5 rebate coupon*)	33.
Kye International . . . 1 year	
Genius Mouse Model GM-6 Plus	69.
Microsoft . . . lifetime	
Mouse with Paintbrush	109.
Mouse with Easy CAD	129.
Mouse with Windows and Paintbrush	145.
Migent . . . 1 year	
Pocket Modem (*1200 baud, incl. software*)	119.
MSC Technologies . . . lifetime	
SPECIFY BUS OR SERIAL VERSION	
PC Mouse w/PC Paint+	89.
PC Mouse w/Autosketch	105.
NEC . . . 2 years	
Multisync II (*800x600 res.*)	169.
NSI Logic . . . 3 years	
Epic 480 (*extended EGA*)	129.
Smart EGA Plus (*supports 800x600 res.*)	169.
Orchid Technologies . . . 2 years	
Tiny Turbo 286	289.
Designer VGA	299.
PC Cooling Systems . . . 1 year	
REPLACEMENT POWER SUPPLIES	
Turbo Cool 150 (*run 25°-40° cooler*)	129.
Turbo Cool 200 (*run 30°-45° cooler*)	169.
Silencer 200 (*60% noise reduction*)	149.
Practical Peripherals . . . 5 years	
Microbuffer Mini (*parallel print buffer w/32k*)	75.
Microbuffer Inline (*par. print buffer w/32k*)	129.
1200 Baud Internal Modem (*w/ProComm*)	69.
1200 Baud External Model	109.
2400 Baud Internal Modem (*w/ProComm*)	159.
2400 Baud External Modem	189.
Princeton Graphics . . . 1 year	
MAX-24E (*amber monochrome monitor*)	139.
Ultrasync (*supports CGA, EGA, VGA*)	549.
Quadram . . . 2 years	
ProSync (*with mouse*)	259.
Microfazer II Print Buffer 64k	249.
Quad 386XT	749.
Toshiba . . . 1 year	
P321 SL printer (*80 col., 216 cps, w/tractor*)	$529.
P351 SX printer (*136 column, 216 cps*)	999.
T1000 Laptop (*80C88, 6.4 lbs., 5 hr. battery*)	call
T1200 Laptop (*80C86, 10 MHz, 20 Meg*)	call
T3100/20 Laptop (*80286, 8 MHz, 20 Meg*)	call
T3200 Laptop (*80286, 12 MHz, 40 Meg*)	call
768k Ram Card for T1000	299.
Video 7 . . . 2 years	
VEGA Deluxe (*supports 640x480*)	229.
VEGA VGA (*supports full VGA specs*)	287.

DRIVES

OIMEGA . . . 1 year	
Bernoulli II Single 20 Meg Internal (*5¼"*)	949.
Bernoulli II Dual 20 Meg External (*5¼"*)	1649.
20 meg cartridge (*5¼"*)	65.
Bernoulli Box 40 Meg	1649.
20 Meg cartridge (*8"*)	82.
PC3B Card (*bootable card for PC, XT, or AT*)	169.
PC4 Card (*for PS/2 Model 50/60/80*)	299.
Mountain Computer . . . 1 year	
40 Meg Internal Tape Drive (*XT, AT or PS/2*)	379.
40 Meg External Tape Drive (*XT, AT or PS/2*)	479.
40 Meg External Tape Drive w/Power Supply (*XT, AT or PS/2*)	569.
Plus Development . . . 1 year	
Hardcard 20 Meg (*49 ms*)	579.
Hardcard 40 Meg (*39 ms*)	729.
Seagate . . . 1 year	
FREE PCTV Hard Drive Installation Tape with the purchase of 20 Meg Seagate drive for the IBM PC (*not for AT*). Specify Beta or VHS.	
20 Meg Internal Hard Drive (*w/controller and cables, 65 ms*)	309.
40 Meg Internal Hard Drive for AT (*40 ms*)	439.
40 Meg Internal Hard Drive for XT (*w/controller and cables, 40 ms*)	499.
TEAC . . . 1 year	
PC, XT 360k Drive (*5¼" half-height*)	99.
720k Drive (*3½" half-height, specify XT or AT*)	99.
Toshiba . . . 1 year	
AT 360k Drive (*5¼" half-height*)	117.

MEMORY

256k Upgrade Set (*150 ns, set of 9*)	call
256k Upgrade Set (*120 ns, set of 9*)	call

1-800/243-8088

PC CONNECTION
6 Mill Street
Marlow, NH 03456
603/446-3383

DISKS

All disks have a lifetime warranty.

5¼" DS/DD Disks for PC & XT (*360k*)	
Fuji MD2D (*10 disks per box*)	12.
Sony (*10 disks per box*)	12.
Maxell MD2-D (*10 disks per box*)	13.
Verbatim Datalife (*10 disks per box*)	$13.
5¼" DS/High Density Disks (*1.2 Meg*)	
Fuji MD2HD (*10 disks per box*)	22.
Sony (*10 disk per box*)	23.
Maxell MD2-DD (*10 disks per box*)	23.
Verbatim Datalife (*10 disks per box*)	22.
3½" DS/DD Diskettes (*720k*)	
Sony (*10 disks per box*)	18.
Fuji (*10 disks per box*)	19.
Maxell (*10 disks per box*)	20.
3½" DS/High-Density Diskettes (*1.44 Meg*)	
Fuji (*10 disks per box*)	55.
Maxell (*10 disks per box*)	59.

MISCELLANEOUS

CompuServe	
Compuserve Information Service	24.
Grolier's OnLine Encyclopedia	32.
Cables . . . lifetime	
Smartmodem-to-AT cable (*9 feet*)	15.
Parallel Printer cable (*15 feet*)	19.
PC Connection Computer Toolkit	22.

OUR POLICY

- We accept VISA and MASTERCARD.
- No surcharge added for credit card orders.
- Your card is not charged until we ship.
- If we must ship a partial order, we never charge freight on the shipment(*s*) that complete the order (*in the U.S.*)
- No sales tax.
- All U.S. shipments insured; no additional charge.
- APO/FPO orders shipped 1st Class Mail, charged by weight.
- Allow 1 week for personal and company checks to clear.
- UPS Next-Day-Air available.
- COD max. $1000. Cash, cashier's check or money order.
- 120 day limited warranty on all products.
- To order, call us anytime Monday thru Friday 9:00 to 9:00, or Saturday 9:00 to 5:30. You can call our business offices at 603/446-3383 Monday through Friday 9:00 to 5:30.

SHIPPING

Note: Accounts on net terms pay actual shipping.

Contentintal US:

- For monitors, printers, Bernoulli Boxes, and computers, pay actual charges. Call for UPS 2nd-Day & Next-Day-Air.
- For all other items, add $3 per order to cover UPS Shipping. For such items, we automatically use UPS 2nd-Day-Air at no extra charge if you are more than 2 days from us by UPS ground.

Hawaii:

- For monitors, printers, Bernoulli Boxes, and computers, actual UPS Blue charge will be added. For all other items, add $3 per order.

Alaska and outside Continental US:

- Call 603/446-3383 for information.

SUBJECT Working on boxes, rules, mark and return to points and style sheets.

TOOLS MagnaType Lab Exercise Diskette 2 of 2

BOXRULE-001 is provided on the floppy (as an example only).

Typeset example of this lab (attached).

SCOPE This lab mixes box and rule commands to create your own training certificate. You are only limited my your creativity in this exercise as to content, style, and any special characters you wish to use.

INSTRUCTIONS

In this exercise, use the output example as a guide. Staying within the guidelines provided here, be as creative as you like in building your own training certificate.

Name the job ***BOXRULE-002***.

Set the certificate in the *landscape* mode no wider than 55 picas across.

Set the height no greater than 45 picas.

The certificate must contain the following elements:

At least two boxes, one set inside of the other.

Your name, title, instructor name, course subject, where the class was held, the dates the class was held, and of course, MAGNA COMPUTER SYSTEMS, INC.

Write a format for each variable and create a style sheet name to correlate to each. Use these in the certificate so that anyone could substitute the variable information.

Text may be set in any variety of faces in any sizes you wish.

Transfer the job ***BOXRULE-002*** to the MTTRAIN subdirectory of your Lab Exercise Diskette 2 of 2.

Have fun!

LAB TIME The allotted time for this lab is 1 hour.

OUTPUT EXAMPLE 12 **MAGNATYPE END USER'S**

MAGNA COMPUTER SYSTEMS, INC.

This is to certify that

____

has successfully completed the
MagnaType End User's Course

Instructed by ______________________________________

Conducted on ______________________________________

At ____

____
Trainer

SUBJECT Working on tabs with horizontal and vertical rules. Emphasis is on using tab define with variables.

TOOLS MagnaType Lab Exercise Diskette 2 of 2 ***TABS-001***.

TABS-001 is provided on the floppy for text source.

Typeset example of this lab (attached).

SCOPE This exercise was taken from the Television Times to provide an example of a tab routine with rules. The characteristics of the characters set within each tab column may be defined with the *tab define* command; some parameters are overwritten in the tab.

INSTRUCTIONS

In this exercise, use the output example as a guide. The following commands should minimally be used for this job: <TD>, <QA> (or ALT A), <RT>, <WR>, <MA>, <XT>, and <JT>.

Transfer the job ***TABS-001*** from the MTTRAIN subdirectory of lab exercise diskette 2 of 2 for the tab text.

The example is set in Helvetica bold condensed face, but you may choose any typeface.

Prime Time / Wednesday is set in bold faced 18 point type. Surround the '/' with a thin space.

In setting up the rule tabs, allow 3 points between the baseline of the text and the rule.

Use the following parameters in this job: Set the total line measure for 45 picas and 6 points. Set up 11 tabs of equal value forcing each to the top of the tab zone (force up).

Center each time (in row 1) in 11 point type, straddling the first time over columns 1 and 2. (Remember, <SH> centers the text by default, so use <JT> instead.

The first column of text (excluding 6:00 p.m.) should be set in 11 point bold type centered (and force middle).

Set the remaining text in ragged right 8/9. Hint: the text for each column always starts with bold, sometimes switching to standard.

LAB TIME The allotted time for this lab is 1 hour.

PRIME TIME / WEDNESDAY

	6:00 p.m.	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30
ABC	News	**Newlywed Game**	**Growing Pains** (R)(CC)	**Head of the Class** (R)(CC)	**Hooperman:** Silardi's twin visits. (CC)(S)	**Just in Time:** A prediction comes true. (CC)	**China Beach:** Becketts quest for inner peace leads him to an unlikely course. (CC)		**News**	**Nightline** (CC)
PBS	MacNeil/**Lehrer News-Hour:** Detailed coverage of the day's top stories.		**Horizon**	**Frugal Gourmet:** Sweet Potato.	**Ranch Album:** Portrait of Arizona's cowboys, their families and lifestyles.		**In Performance at the White House:** A Salute to Broadway: Showstoppers. (S)		**Canyon Consort:** The Paul Winter Consort's three Colorado River expeditions.	
CBS	News	**Wheel of Fortune**	**The Smothers Brothers Comedy Hour:** Foster Brooks; ventriloquist Ronn Lucas.		**Jake and the Fatman:** McCabe and Jake smell cover-up in a mobster's murder. (R)(CC)		**The Equalizer:** McCall links a pattern of serial killings to the lyrics of a popular song. (R)		**News**	**Entertainment Tonight**
NBC	News	**Hollywood Squares**	**Aaron's Way:** Mickey bypasses security at his job and is accused of espionage. (CC)(S)		**Unsolved Mysteries:** A housewife disappears; a woman who can't recall being attached.(CC)		**St. Elsewhere:** A fire breaks out during a "Doctor of the Year" banquet.(CC)(S)		**News** (CC)	**The Tonight Show(S)**

MAGNAPAGE TRAINER'S CERTIFICATION COURSE OUTLINE

Rev 2/05-27-88

PREREQUISITES

Before attending this class, students must be certified MagnaType trainers who have successfully completed the MagnaType Trainer's Certification Course and have four to six weeks on the system. Trainers should be well versed in writing chained, nested and looping formats. It is recommended that the MagnaPage Operator's Manual be read thoroughly *prior to class.*

OBJECTIVES

1. To provide trainers with a clear understanding of how to teach MagnaPage to customers to fully utilize the product.
2. To provide trainers with tools to simplify and describe all aspects of the MagnaPage program.
3. To ensure that trainers have an overall technical knowledge of all Magna's products.

COURSE CONTENT

Scope

The thrust of this outline is to present the MagnaPage material in a logical sequence to assist the trainer in teaching end users. The outline may be kept with the MagnaType Trainer's Certification Course Outline in existing MagnaType notebook binders for convenient access. The class encompasses how to present a review of formats, an introduction to all MagnaPage (and related) commands, MagnaPage Defaults (value responses), how to deal with pagination errors, and works through examples. The pagination material presented in this course outline builds, starting with simple examples that increase in complexity as the course progresses.

Dates/Times

Trainers should plan to spend no less than two full days to cover all planned material. If flying to the training site, trainers should be asked to make return travel arrangements well after 5:00 p.m. on the second day of class. This course is based on a minimum of seven hours per day for a total of 14 hours including lectures, labs, and exams. Instructors should allow for at least that amount of time, although the beginning and ending hours of class may fluctuate. Regular breaks (usually two per day in addition to a lunch period) should be offered for the comfort and continuing attention of students. Limit break times with a statement like "let's meet back here in 10 minutes". This keeps trainers on track and avoids lengthy telephone calling sessions.

Instructor's Tool Kit

To provide instructors with resources to train certified representatives on MagnaPage, several tools are provided and listed here.

1. MagnaPage Trainer's Certification Course Outline - to assist instructors in presenting material in a logical, well-prepared manner.
2. MagnaPage Trainer's Certification Lab Exercise Diskette and instruction sheets - The emphasis is on writing pagination formats, increasing in complexity throughout the course.
3. MagnaPage Example Diskette
4. Confirmation Letter - It is the responsibility of each instructor to send certified trainers (selected by dealers) this confirmation letter prior to class.
5. A brief MagnaPage Trainer's Certification Course Outline - This can be used as an overhead slide when explaining course content to trainers and can be included with the confirmation letter.
6. Student Evaluation Form - Each instructor must complete one of these forms for each student. This assists the Magna training supervisor in making a decision for certification acceptance. (Instructor submits to Magna training supervisor.)
7. Training Course Evaluation - The instructor distributes these forms to each trainer at the end of the course. These must be completed in class and should be submitted to the instructor in sealed envelopes. (These forms will also be reviewed by the Magna training supervisor.)
8. Sign Off Sheet - Each trainer is required to complete a Sign Off Sheet to verify that all required subject matter was covered. (Instructor submits to Magna.)

9. Trainer's Written Exam - The instructor will distribute exams on the last afternoon of class. The results will be reviewed by the instructor and Magna training supervisor.

10. Overhead Slides - Slides of illustrations are provided to the instructor for explanation of MagnaPage. These may also be used by trainers when teaching end users.

11. Trainer's Tool Kit - Use of this kit is described in the next section.

12. End User Handouts - This handout packet is provided during this training as a sample of what trainers will distribute to end users when they teach MagnaPage. A supply of handout packets for each trainer will be available to all authorized dealers of Magna products.

Trainer's Tool Kit

In order to be as organized and efficient as possible in training end users, Magna provides each certified trainer with a Tool Kit. To provide professional training sessions and to assist trainers, several forms, letters, and a training outline are provided in the kit. The purpose, description, and use of each tool is described here.

1. MagnaPage Operator's Manual

2. MagnaPage Software

3. MagnaPage Lab Exercise Diskette/Instruction Sheets

4. MagnaPage Example Diskette

5. Pretraining Form - Once the MagnaPage software installation has been completed, initial contact should be made with the end user. The dealer should inform trainers who the contact person is (the owner, system supervisor, etc.). Use the pretraining form to gather information about the customer site. This will make your job a lot easier when arriving at the site.

6. Confirmation Letter - with the Pretraining Form completed over the telephone, follow up with the Confirmation Letter to the customer contact person. This will give the customer an opportunity to rearrange work schedules for operators if necessary. It is the responsibility of the trainer to submit a copy of the Pretraining Form and the Confirmation Letter to Magna upon completion of customer training.

7. MagnaPage End User's Training Outline - This training outline serves as a guideline when teaching end users. Included within this course outline are suggested methods of teaching, breaks, lecture suggestions, labs and reviews.

8. A brief MagnaPage End User's Course Outline.

9. Student Evaluation Form - each trainer is required to fill out a Student Evaluation Form for each student upon completion of each training session. A copy may be kept at the dealer for future reference.

9. Training Course Evaluation - It is the responsibility of each trainer to get a completed evaluation form from each student before class is dismissed on the last day. In this manner, Magna can constantly improve the quality of training curriculum and minimize follow up customer support activities. Provide envelopes for students to submit evaluations and explain that these go directly to Magna. They may tend to be more candid with their comments if the evaluations are handled this way. (Trainer submits to Magna.)

10. End User's Sign Off Sheet - All trainers must have the customer contact *complete and sign* the Sign Off Sheet. The customer should be made aware that customer support activities cannot commence until Magna receives this in Sherman Oaks. (Trainer submits to Magna.)

11. End User's Written Exam - This exam should be given to customers on the afternoon of the second day of class. The exam encompasses various aspects from each day's lesson.

12. Trainer Notepads - During the MagnaType Trainer's Certification Course, trainers were provided with Trainer Notepads which also included MagnaPage subjects and a place for notetaking. Use this notepad as a supplement when teaching MagnaPage.

13. End User Training Handouts - This is a sample of the end user's training packet which will be distributed to each student at the time of training. Details of the packet and suggested times to describe handouts are referenced throughout the MagnaPage End User's Course Outline.

14. Trainer's Overhead Slide Set which corresponds to End User Handouts. These may be used if an overhead projector is available at the customer site.

End User Training Handouts - Reference to each handout is made throughout the MagnaPage End User Course as to recommended usage. Handouts are organized in a supplemental MagnaPage folder and are catagorized by topic in the order in which they should be covered in class. Trainers should reference handouts when appropriate as indicated in the outline.

1. A brief End User's Course Outline - can be used by the trainer as an overhead slide and assist the users in referencing course content.
2. MagnaPage Software Updates (if applicable)
3. A Lab Exercise Diskette with corresponding instruction sheets
4. MagnaPage Example Diskette
5. Sign Off Sheet
6. Illustrations which correspond to trainer's slides
7. Supplemental MagnaPage Folder Cover to hold student handouts

NOTE: The MagnaPage Manual is referenced throughout the End User's Course. Manuals should have already been distributed to customers during installation.

INSTRUCTOR PREPARATION

1. Follow up by telephone with trainers to verify class times/dates and to initially introduce yourself as the instructor.
2. Encourage trainers to bring a 'working' floppy which may be formatted in class and used to retain any examples.
3. Procure a sufficient amount of Trainer's Tool Kits from Magna *prior to class*, including one Lab Exercise Diskette per student.
4. Check to see that an overhead projector will be available on the scheduled class dates.
5. Always have a verified current version of the MagnaPage Software available and your own copy of the Lab Exercise Diskette.
6. Check on classroom facilities as to hardware, software, and MagnaLock availability.

7. Make up name cards and name tags.

DAY 1

INTRODUCTION

Instructor Introduction - Begin by introducing yourself and describing any pertinent personal related background to typography, training, pagination, your experience with MagnaPage, etc.

Trainer Introduction - Have each student introduce herself/himself including name, position, current work activities, pertinent training background, and what is hoped to be gained by attending the class.

Course Introduction - The instructor should take this opportunity to briefly describe the course content to be covered on each day. (*Use the MagnaPage Trainer's Certification Course Outline slide.*) The training approach should be covered, describing lectures, labs, reviews, exams, and assignment details. Questions on any related subjects should be encouraged, however, if too sidetracking is allowed, lengthy discussions may become unproductive and there will not be time to cover the planned subject matter. This class is only two days. **Stay on track!**

Explain the hours of class and the scheduled breaks.

Distribute the Trainer's Tool Kit and End User Training Handouts and explain the contents of each piece and how it will be utilized during the class (*use MagnaPage End User's brief Course Outline overhead*).

Describe the lab exercises provided on a *MagnaPage Trainer's Certification Lab Exercise Diskette*. The exercises found on the diskette cover the material of each previous lecture. Included within this course outline are notations marked *'LAB EXERCISE', 'REVIEW', and 'EXAM'*. These are meant as a cue to the instructor for appropriate times to break for these activities. A correlating instruction sheet accompanies each lab. Exercises have been designed to allow each student to either work alone (or in groups, depending upon hardware availability). Instructors should always be available to answer questions as required.

Before students begin each lab, make sure that everyone understands the purpose of the exercise, what the results should be, and how much class time has been allotted. Labs have been planned to take between 30 and 45 minutes. Since the format of the MagnaPage End User's Lab Exercises is much the same, trainer's can get familiar with describing exercises, the use of an instruction sheet, and getting the most out of lab exercise time. Review periods should be spent discussing pagination applications and ideas on teaching MagnaPage formats to end users.

MagnaPage Example Diskette

This example disk can be a valuable resource not only to instructors, but also to trainers when explaining coding to end users. It is extremely important to explain a recommended installation procedure for this disk *as examples will not run without proper preparation.* It is recommended that before loading exercise examples that the job files be exported to a subdirectory on the hard disk. Initl the job area and reenter Magna. Exercise files can then be transferred into Magna with either the transfer utility or with move [4 Display Subdirectories]. Semi-colon cross-references and local pi calls need to be set up or jobs will produce an error when an h&j is performed. Dollar signs and pi calls should match each satellite (or file server) set up. (Refer to the MagnaPage Operator's Manual for preparation details.)

NOTE: This diskette should be used heavily throughout this course and trainers should be encouraged to have users supplement their training with these examples. Overhead slides are provided for both the instructor and trainer (with corresponding handouts for users) to "walk through" coding throughout the class.

Illustrations describing pagination concepts and page layouts are provided as handouts as well as overhead slides. The intent of each illustration is to visually aid both the instructor and the trainer in various aspects of the system. These can also be used as quick reference guides for later verification of facts. The same illustrations can also be used when training end users and their use should be encouraged.

Tour of MagnaPage Operator's Manual - As a prerequisite for attending this class, students should have read the manual. Nevertheless, ensure familiarity by walking through each section, describing where to find information. Trainers may be asked to refer to various parts of the manual during the two-day course.

MAGNAPAGE SOFTWARE

Program Diskette

The Program Diskette contains the following files: xcomp.exe, initl.exe, config.sys, ansi.sys. The MagnaPage software contains all of the MagnaType composition program as well.

Installing The Software

Program Disk

cd	*magna*
copy	*a: xcomp.exe* to the magna subdirectory ("x" is the letter relating to the composition module.)
Reset the PC	*Ctrl/Alt/Delete*
cd	*magna* to access the Magna directory
Type	*xcomp*

INTRODUCTION TO MAGNAPAGE

Refer to Illustration 1, Introduction to MagnaPage.

Explain basic concepts of H&J, Preview, format reports, text depth report, searching from page to page (use of ALT G and F9). Cover composition of a paginated file.

Refer to Appendix A of the MagnaPage Operator's Manual for several good examples of multipage jobs.

MAGNAPAGE DEFAULTS - VALUE RESPONSES

Explain each field and suggested values. Trainers should understand the relationship of these field to codes and that they take precedence over this menu.

Vertical Band Value	
Maximum Expansion Factor (%)	***200***
Maximum Contraction Factor (%)	***50***
Maximum Amount of Leading	
Added Between Lines (p/f)	***0.0***
Subtracted Between Lines (p/f)	***0.0***

Number of Lines to Hold With Heading	*2*
Standard Depth of Text	*54.00*

TERMINOLOGY

Refer to Illustration 2, Terminology

PAGINATION
CHAPTER/FILE/TAKE
PAGE VS COLUMN
RUNNING HEADER
RUNNING FOOTER
BODY TEXT
VERTICAL BAND
CARDING/FEATHERING
INTERLINE ADJUSTMENT
BASIC LEADING UNITS
RETRIEVAL
WIDOW/ORPHAN
LAST LINE CONTROL
EXPANSION/CONTRACTION FACTORS
PARAGRAPH LEAD
COUNTERS
FORMAT STACK
TEXT FORMAT
PAGING FORMAT/MASTER FORMAT
CROP MARKS/CUT MARKS

FORMAT REVIEW RELATIONSHIP TO MAGNAPAGE

The MagnaPage is a format-intensive program. Therefore, many of the formatting commands used in MagnaType work together with MagnaPage pagination codes. Formats are a quick, shorthand method of setting type. The benefit to users of the Magna system is that they can set up a format and use it in many different jobs without having to rewrite commands. *Refer to illustrations entitled 'FORMATS - CROSS REFERENCES, STYLE SHEETS' and 'A ROADMAP TO FORMATS - STORAGE & USE'* detailing how to create, store, and use formats. Various MagnaPage formats can be applied to the same text to create several different layouts.

Use the MagnaPage example slides to explain how formats work with pagination layouts. The examples can be very powerful if the "coding only" slide is presented and explained, followed by the actual output example.

<SF>	store format
<EF>	end format
<UF>	use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SG>	store global
<UG>	use global
<GS>	get style sheet
<DL>	delay lines
<DM>	delay measure

Text Positioner

<XY> horizontal/vertical placement

- Merging
- Looping
- Nesting (what is 6 level)
- Chaining (control formats)

Concepts of

<SS>	store status
<RS>	retrieve status

These are important when writing MagnaPage formats.

LAB EXERCISE

Lab Exercise 1 is a review of format writing, use of XY coordinates, and using a format to retrieve text.

REVIEW

HOW TO LAY OUT A MAGNAPAGE

Refer to Illustration 2 on Page Layout/Correlating Command Codes.

Discuss how a page(s) is broken into text elements prior to writing formats.

MAGNAPAGE SPECIFIC AND RELATED CODES

Beginning, Defining and Ending Columns

<DC>	define column
<EC>	end columnization

Deciding about break points

<BC>	break column
<CB>	conditional break column

Setting up Headers/Footers

<EH>	end header
<HD>	heading
<PF>	page footer
<PH>	page header

Vertical Adjustments

<LA>	line adjustment
<PL>	paragraph extra leading
<VA>	vertical adjustment
<VB>	variable extra leading
<EP>	end paragraph (although not usually thought of as a pagination command, its use is important in the text stream and in writing some formats).

INTRICACIES OF THE "DC" COMMAND

The amount of text that will actually be set when the *DC* command is used depends upon two other parameters.

x *1* means do not hyphenate last line of text in col.

m ***0 or none*** = 2-line widow/orphan in effect

1 no widow/orphan control

2 end at "end paragraphs" or <EP> only

3 VJ only determined by BC

4 if columns overflow, display warning

5 same as ***4*** but compose aborts

INTRICACIES OF VERTICAL ADJUSTMENTS

Discuss interparagraph adjustment as opposed to interline adjustments. Describe how parameters of DC interrelate with vertical adjustment commands and end paragraph codes.

USING MAGNAPAGE WITHOUT A FORMAT

Although MagnaPage is a format-intensive program, many of the pagination type commands can be used outside of a format.

1-page example of an ad using vertical justification to center text elements (refer to coded handout) should be *talked through* to illustrate VB's and DC.

LAB EXERCISE

*Lab Exercise 2 is the creation of the back of a **business reply card with** various text elements vertically justified within a **given depth.***

REVIEW

DAY 2

BUILDING PAGINATION FORMATS

Use the coding of Lab Exercise 3 (overhead slide/handout) to describe how a three-page magazine article would be created. Ensure a thorough understanding of how the formats work together.

LAB EXERCISE

Lab Exercise 3 uses the text on floppy and the format-building skills of the students to put together the magazine article.

REVIEW

WORKING THROUGH ERRORS

Examples of errors can be found on the lab exercise diskette (refer also to Chapter 4 of the manual 'Error Messages'). Several example pagination jobs are included in the lab that will follow this lecture. It is the task of each student to resolve the errors by either adjusting the format, or adding or deleting codes within the text stream. It is important to understand the fixes for errors which abort processing of a pagination run. Describe each error which could be encountered and suggest methods of working through the errors.

See also Display Log for job #, page #, and error.

No End Head

Head/Foot Position

<DC> Not In Nest

Illegal Merge Copy

Column Error-Justified

Column Error-Unjustified

Column Position Error

Vertical Range Error

Text Depth Error Unjustified

USING CROP MARKS

Several MagnaPage examples have been provided as slides. Describe the use of crops in-page header commands.

DEFINING RULES IN PAGE LAYOUTS

Use illustration to describe how to incorporate rule commands with formats to create multipage layouts.

LAB EXERCISE

Lab Exercise 4 provides students with a troubleshooting session. A pagination job is transferred from floppy with errors requiring resolution.

REVIEW

EXAM

INSTRUCTOR EVALUATION

MAGNAPAGE TRAINER'S CERTIFICATION
BRIEF COURSE OUTLINE

05-27-88

DAY 1

INTRODUCTION

Instructor Introduction

Trainer Introduction

Course Introduction

Explain the hours of class and the scheduled breaks

Distribute the Trainer's Tool Kit and End User Training Handouts

Describe the lab exercises

Lab Exercise Diskette

MagnaPage Example Diskette

Illustrations

Tour of MagnaPage Operator's Manual

MAGNAPAGE SOFTWARE

Program Diskette

Installing The Software

Program Disk

cd	*magna*
copy	*a: xcomp.exe* to the magna subdirectory ("x" is the letter relating to the composition module)
Reset the PC	*Ctrl/Alt/Delete*
cd	*magna* to access the Magna directory
Type	*xcomp*

INTRODUCTION TO MAGNAPAGE

Use Illustration 1, Introduction to MagnaPage.

Reference Appendix A of the MagnaPage Operator's Manual.

MAGNAPAGE DEFAULTS - VALUE RESPONSES

Describe the relationship of these fields to codes.

Vertical Band Value	
Maximum Expansion Factor (%)	***200***
Maximum Contraction Factor (%)	***50***
Maximum Amount of Leading	
Added Between Lines (p/f)	***0.0***
Subtracted Between Lines (p/f)	***0.0***
Number of Lines to Hold With Heading	***2***
Standard Depth of Text	***54.00***

TERMINOLOGY

Refer to Illustration 2, Terminology.

It is mandatory that students understand all terms before writing pagination formats.

FORMAT REVIEW RELATIONSHIP TO MAGNAPAGE

MagnaPage is a format-intensive program.

Explain commands working together.

Formats are a quick, shorthand method of setting type.

Various MagnaPage formats can be applied to the same text to create several different layouts.

Refer to illustrations entitled 'FORMATS - CROSS REFERENCES, STYLE SHEETS' and 'A ROADMAP TO FORMATS - STORAGE & USE'.

Use the MagnaPage example slides to explain how formats work with pagination layouts. The examples can be very powerful if the "coding only" slide is presented and explained, followed by the actual output example.

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<RF>	reuse format
<SG>	store global
<UG>	use global
<GS>	get style sheet

<DL>	delay lines
<DM>	delay measure
<XY>	horizontal/vertical placement

Merging
Looping
Nesting (what is 6 level)
Chaining (control formats)

Concepts of

<SS>	save status
<RS>	restore status

These are important when writing MagnaPage formats.

LAB EXERCISE

Lab Exercise 1 is a review of formats.

REVIEW

HOW TO LAY OUT A MAGNAPAGE

Refer to Illustration 3, Page Layout/Correlating Command Codes

MAGNAPAGE SPECIFIC AND RELATED CODES

Beginning, Defining and Ending Columns

<DC>	define column
<EC>	end columnization
<XY>	horizontal/vertical placement

Deciding about break points

<BC>	break column
<CB>	conditional break column

Setting up Headers/Footers

<EH>	end header
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<PF>	page footer
<PH>	page header

Vertical Adjustments

<LA>	line adjustment
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INTRICACIES OF THE “DC” COMMAND

Parameters of the ***DC*** command:

x	***1***	means do not hyphenate last line of text in col.
m	***0 or none***	= 2-line widow/orphan in effect
	1	no widow/orphan control
	2	end at “end paragraphs” or <EP> only
	3	VJ only determined by BC
	4	if columns overflow, display warning
	5	same as ***4*** but compose aborts

INTRICACIES OF VERTICAL ADJUSTMENTS

Discuss interparagraph adjustment versus interline adjustments.

Describe how parameters of DC interrelate with vertical adjustment commands and end paragraph codes.

USING MAGNAPAGE WITHOUT A FORMAT

Provide examples of pagination type commands used outside of a format.

1-page example to illustrate VB’s and DC.

LAB EXERCISE

Lab Exercise 2 uses vertical justification to set the back of business reply card.

REVIEW

DAY 2

BUILDING PAGINATION FORMATS

The focus of the lecture deals with describing the codes of a magazine example (overhead slide/handout).

LAB EXERCISE

Lab Exercise 3 uses the text from the lab exercise diskette to write pagination formats for a three-page magazine article.

REVIEW

WORKING THROUGH ERRORS

Examples of errors (lab exercise diskette and Chapter 4 of the manual 'Error Messages').

Have students resolve errors by either adjusting the format, or adding or deleting codes within the text stream.

Describe each error which could be encountered and suggest methods of working through the errors.

Refer also to the Display Log for job #, page #, and error.

No End Head

Head/Foot Position

<DC> Not In Nest

Illegal Merge Copy

Column Error-Justified

Column Error-Unjustified

Column Position Error

Vertical Range Error

Text Depth Error Unjustified

USING CROP MARKS

Use MagnaPage examples provided as slides.

Describe the use of crops (cut marks) in page header commands.

DEFINING RULES IN PAGE LAYOUTS

Use illustration to describe how to incorporate rule commands with formats to create multipage layouts.

LAB EXERCISE

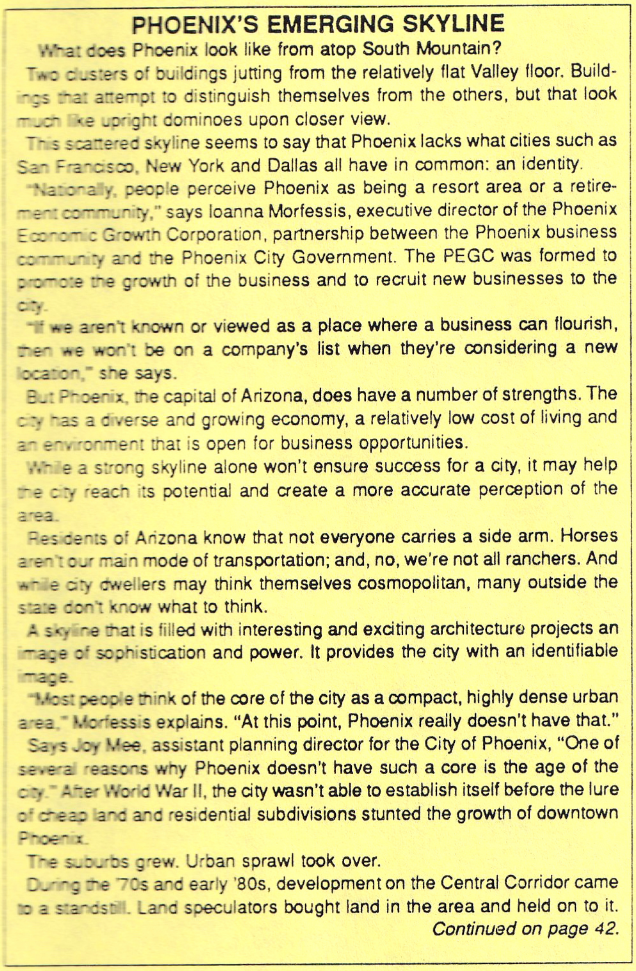
Lab Exercise 4 provides a job on floppy with a pagination error which needs solving.

REVIEW

EXAM

INSTRUCTOR EVALUATION

(1) INPUT TEXT



PHOENIX'S EMERGING SKYLINE

What does Phoenix look like from atop South Mountain?

Two clusters of buildings jutting from the relatively flat Valley floor. Buildings that attempt to distinguish themselves from the others, but that look much like upright dominoes upon closer view.

This scattered skyline seems to say that Phoenix lacks what cities such as San Francisco, New York and Dallas all have in common: an identity.

"Nationally, people perceive Phoenix as being a resort area or a retirement community," says Ioanna Morfessis, executive director of the Phoenix Economic Growth Corporation, partnership between the Phoenix business community and the Phoenix City Government. The PEGC was formed to promote the growth of the business and to recruit new businesses to the city.

"If we aren't known or viewed as a place where a business can flourish, then we won't be on a company's list when they're considering a new location," she says.

But Phoenix, the capital of Arizona, does have a number of strengths. The city has a diverse and growing economy, a relatively low cost of living and an environment that is open for business opportunities.

While a strong skyline alone won't ensure success for a city, it may help the city reach its potential and create a more accurate perception of the area.

Residents of Arizona know that not everyone carries a side arm. Horses aren't our main mode of transportation; and, no, we're not all ranchers. And while city dwellers may think themselves cosmopolitan, many outside the state don't know what to think.

A skyline that is filled with interesting and exciting architecture projects an image of sophistication and power. It provides the city with an identifiable image.

"Most people think of the core of the city as a compact, highly dense urban area," Morfessis explains. "At this point, Phoenix really doesn't have that."

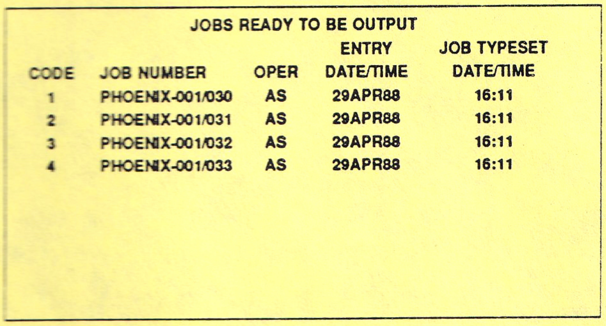
Says Joy Mee, assistant planning director for the City of Phoenix, "One of several reasons why Phoenix doesn't have such a core is the age of the city." After World War II, the city wasn't able to establish itself before the lure of cheap land and residential subdivisions stunted the growth of downtown Phoenix.

The suburbs grew. Urban sprawl took over.

During the '70s and early '80s, development on the Central Corridor came to a standstill. Land speculators bought land in the area and held on to it.

Continued on page 42.

(4) COMPOSE

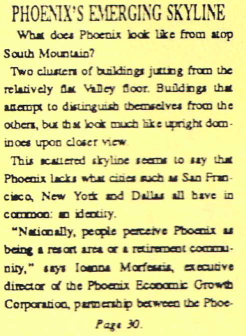


JOBS READY TO BE OUTPUT

CODE	JOB NUMBER	OPER	ENTRY DATE/TIME	JOB TYPESET DATE/TIME
1	PHOENIX-001/030	AS	29APR88	16:11
2	PHOENIX-001/031	AS	29APR88	16:11
3	PHOENIX-001/032	AS	29APR88	16:11
4	PHOENIX-001/033	AS	29APR88	16:11

(2) WRITE THE FORMATS

(3) PREVIEW THE TAKE



PHOENIX'S EMERGING SKYLINE

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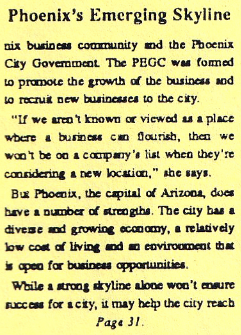
Page 30.



Phoenix's Emerging Skyline

nix business community and the Phoenix City Government. The PEGC was formed to promote the growth of the business and to recruit new businesses to the city.

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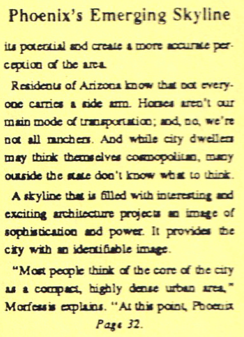
Page 31.



Phoenix's Emerging Skyline

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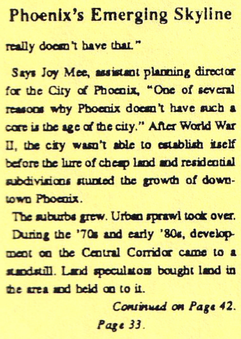
Page 32.



Phoenix's Emerging Skyline

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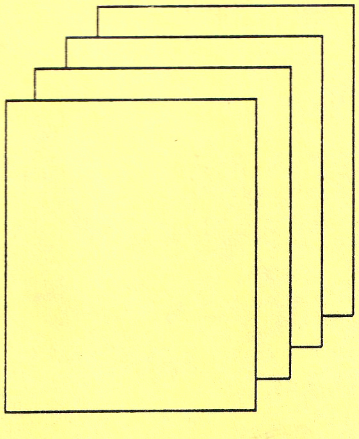
The suburbs grew. Urban sprawl took over.

During the '70s and early '80s, development on the Central Corridor came to a standstill. Land speculators bought land in the area and held on to it.

Continued on Page 42.

Page 33.

(5) TYPESET



-2- TERMINOLOGY

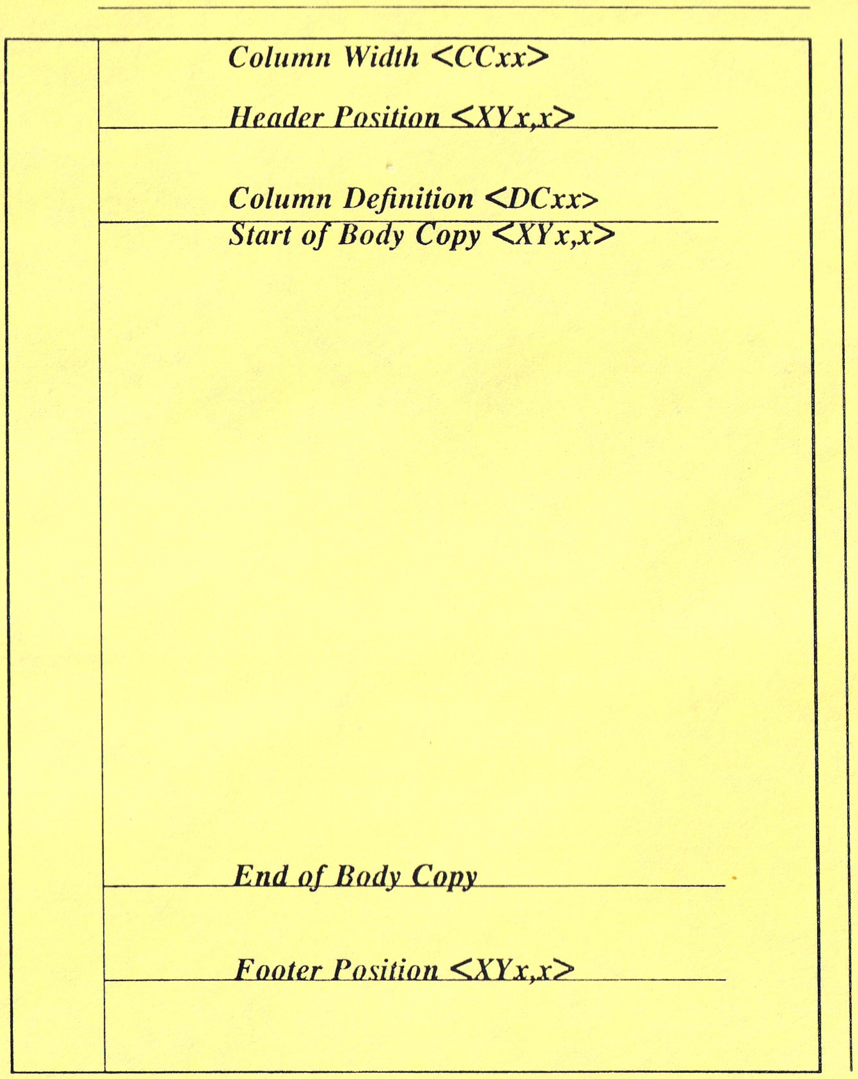
MAGNAPAGE

PAGINATION
CHAPTER/FILE/TAKE
PAGE VERSUS COLUMN
RUNNING HEADER
RUNNING FOOTER
BODY TEXT
VERTICAL BAND
CARDING/FEATHERING
INTERLINE ADJUSTMENT
SOLID LEAD
BASIC LEADING UNITS
RETRIEVAL HEAD
WIDOW/ORPHAN
HEADING/SUBHEAD
LAST LINE CONTROL
EXPANSION/CONTRACTION FACTORS
PARAGRAPH LEAD
COUNTERS
FORMAT STACK
TEXT FORMAT
PAGING FORMAT
MASTER FORMAT
CROP MARKS/CUT MARKS

-3- PAGE LAYOUT/CORRELATING COMMAND CODES

MAGNAPAGE

HEADER	<PH>
END HEADER	<EH>
FOOTER	<PF>
HEAD	<HD>
TEXT	<XYx,x>
COLUMN POSITION	<XYx,x>
COLUMN DEPTH	<DC>
PAGE NUMBERING	<PN>
	<BN>
TYPEFACE	<CF> OR
	<FF>
TYPEFACE SIZE	<CP>
LEADING	<CL>
STYLE SHEET	<GS>
BREAK COLUMN	<BC>
CONDITIONAL BREAK	<CB>
LINE ADJUSTMENT	<LA>
VERTICAL ADJUSTMENT	<VA>
VARIABLE LEAD	<VB>
PARAGRAPH LEADING	<PL>
END PARAGRAPH	<EP>
END COLUMN	<EC>


Column Width <CCxx>
Header Position <XYx,x>
Column Definition <DCxx>
Start of Body Copy <XYx,x>
End of Body Copy
Footer Position <XYx,x>

SUBJECT Review of format writing, use of XY, merging, and retrieval formats.

TOOLS MagnaPage Lab Exercise Diskette ***FORMAT-001***

Output Example (attached)

SCOPE This lab is an exercise in format writing to review skills learned in MagnaType training or from practical experience. As shown on the output example (attached), a two-column cookbook article is the subject which includes a retrieval text element, body copy formats, a main head format, a footer format, and running head formats.

INSTRUCTIONS

Insert the MagnaPage Lab Exercise Diskette in the floppy drive and TRANSFER the job/take called ***FORMAT-001*** into Magna from the MPTRAIN subdirectory. The text has been provided for you so that you can begin writing formats. Write the formats and insert the codes per the following specs below:

> Set the header ***LEAN AND TRIM*** in Helvetica Bold in 48 point type with a set width of 60 on a 41 pica line measure. Set the XY for 3 picas 9 points horizontal, 5 picas vertically.
>
> Set the column 1 body copy at an XY of 3 picas 9 points horizontally, 7 vertically in Helvetica Standard 10/12 with a paragraph lead total of 12.
>
> Both body copy columns are set on a 14 pica line measure.
>
> Set column 2 after a delay of 48 lines. The second column begins at an XY of 30 picas, 9 points, also at 7 picas vertically.
>
> You will also need a format for the running heads which are set 12/12 with an extra lead of 6 points before each head. (Don't forget to save the status and restore the parameter status before and after each running head.)
>
> Write a format to pull the text placed between the messages marked ***begin format*** and ***end format*** within the text stream. The pull text should be placed in the center of the two columns at an XY of 19 picas, 9 points and 29 picas vertically. The line measure is set at 9 picas. A 5 point thick rule precedes the text, followed by 3 points of lead. The copy in the center column is set ragged center in Helvetica Bold.
>
> Finally, set the footer at the same horizontal position as the header 61 picas down from the top in 48 point Helvetica Bold with a set width of 60.
>
> Save the job and then bring it up in H&J and preview it (if you have the capability on your PC). Check it against the output.

LAB TIME Total lab time is 1 hour.

OUTPUT EXAMPLE 1 MAGNAPAGE

LEAN & TRIM

Meat, one of nature's best sources of complete protein and iron, is also one of the good cook's best sources of inspiration for delicious dishes of all kinds. Beef, lamb, and pork appear in every kind of preparation, from easy grills to elegant sautés to tantalizing ethnic dishes.

Variety and moderation, two hallmarks of light cuisine, are especially applicable when you're thinking about meat. Eating meat and eating light can be perfectly compatible: what's essential is to select leaner cuts, prepare them in varied ways, and serve them up in moderate portions.

Versatile meat. As you'll see from the recipes in this chapter, there's no shortage of ways to cook meat to juicy perfection. From the grill, we feature a variety of receipes—from simple Pounded Lamb Chops with Rosemary (page 96) to Fajitas (page 87), a lively offering from Mexico that combines marinated flank steak and onions with a spirited salsa for an unusual burrito. From the oven comes a simple favorite—Oven-barbecued Beef Burgers (page 89), a flavorful and lean ground beef dish. And from the fying pan or wok, we offer sautés and stir-fries, from stylish Veal Sauté with Peas (page 95) to succulent stir-fried Mongolian Lamb with Spring Onions (page 97).

Go for the lean. Selecting meats for light cooking means looking for the leaner cuts. When you shop for beef, choose round rather than loin cuts. Boneless top round (it's in our Beef & Vegetable Sauté on the facing page) chalks up 894 calories per pound, as compared with 1725 for the same amount of boneless club steak.

Whether it's spicy with hot seasonings or aromatic with herbs and wine, meat makes a satisfying main dish that's packed with good, healthy protein. And if you buy it lean, cook it to perfection, and serve it in moderate portions, you'll find that eating meat can be part of eating light.

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Similarly, pork cuts can vary greatly in fat content. Bone-in loin chops, like those in lively Grilled Gingered Pork Chops (page 98), have 1065 calories per pound, versus an average of 1200 calories for chops from the fattier shoulder.

Lamb from the leg (we've called for it in Mongolian Lamb with Spring Onions on page 97) adds up to 845 calories per pound; in contrast rib lamb chops have 1229 calories.

Ground meats often contain more fat than you may want. Of course, some fat is desirable because it keeps the meat from drying out as it cooks. But as with other cuts of meat, it's smart to look for the leaner mixtures.

About the leanest ground beef you can find is 18 percent fat. Generally, ground lamb, veal, and pork are not marked with their fat content. You may be able to get the information at your meat counter, or you can buy a cut you know is lean, then trim and grind it at home.

Trimming and skimming. To lighten the calorie load of the meat you buy, carefully trim the fat from the meat before you cook it. Cut off any remaining fat as you eat. The calorie totals for our receipes reflect the composition of typical cuts of meat as usually trimmed for sale; if you cut away fat conscientiously, you can lower these amounts.

We also recommend pouring off and discarding drippings after you brown meat. And when you cook a meaty soup or stew, allow time for it to cool in the refrigerator. This way, you can remove the layer of excess fat on the surface before reheating.

MEATS

(XY3.9,1)(CC41)(CFHB)(CP18)OUTPUT EXAMPLE 1(QM)MAGNAPAGE

(MS this is the format for the heading)(SF1)(XY3.9,5)(CC41)(CFHB)(CP48)(CW60)LEAN & TRIM

(UF2)(EF)(MG this is the format for the body copy)(SF2)(XY3.9,7)(CC14)(CFHR)(CP10)(CL12)(PL2)(DL48)(XY30.9,7)(CC14)(EF)(MG this is the format for the bold running heads)(SF3)(SS)(CFHB)(CP12)(EL6)(RS)(EF)(MG this is the format for the pull text placed in the center of the two columns)(SF4)(XY19.9,29)(CC9)(WR50)

(EL3)(CFHB)(RC)(UF5)(EF)(MG this is the format for the footer)(SF6)(XY3.9,61)(CC41)(CFHB)(CP48)(CW60)MEATS

(EF)(UF1)(MS this is the body copy)Meat, one of nature's best sources of complete protein and iron, is also one of the good cook's best sources of inspiration for delicious dishes of all kinds. Beef, lamb, and pork appear in every kind of preparation, from easy grills to elegant sautés to tantalizing ethnic dishes.

Variety and moderation, two hallmarks of light cuisine, are especially applicable when you're thinking about meat. Eating meat and eating light can be perfectly compatible: what's essential is to select leaner cuts, prepare them in varied ways, and serve them up in moderate portions.

(MS bold, larger point size)(UF3)Versatile meat. As you'll see from the recipes in this chapter, there's no shortage of ways to cook meat to juicy perfection. From the grill, we feature a variety of receipes—from simple Pounded Lamb Chops with Rosemary (page 96) to Fajitas (page 87), a lively offering from Mexico that combines marinated flank steak and onions with a spirited salsa for an unusual burrito. From the oven comes a simple favorite—Oven-barbecued Beef Burgers (page 89), a flavorful and lean ground beef dish. And from the fying pan or wok, we offer sautés and stir-fries, from stylish Veal Sauté with Peas (page 95) to succulent stir-fried Mongolian Lamb with Spring Onions (page 97).

(MS bold, larger point size)(UF3)Go for the lean. Selecting meats for light cooking means looking for the leaner cuts. When you shop for beef, choose round rather than loin cuts. Boneless top round (it's in our Beef & Vegetable Sauté on the facing page) chalks up 894 calories per pound, as compared with 1725 for the same amount of boneless club steak.

(MS begin format)(SF5)Whether it's spicy with hot seasonings or aromatic with herbs and wine, meat makes a satisfying main dish that's packed with good, healthy protein. And if you buy it lean, cook it to perfection, and serve it in moderate portions, you'll find that eating meat can be part of eating light.(EF)(MS end format) Whether it's spicy with hot seasonings or aromatic with herbs and wine, meat makes a satisfying main dish that's packed with good, healthy protein. And if you buy it lean, cook it to perfection, and serve it in moderate portions, you'll find that eating meat can be part of eating light.

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We als[illegible]ecommend pouring off and discarding drippings [illegible]ter you brown meat. And when you cook a meaty s[illegible]p or stew, a[illegible]w time for it to cool in the refrigerator. T[illegible] way, you can remove the layer of excess fat [illegible]the

(XY3.9,1) (CC41) (CFHB) (CP18) OUTPUT EXAMPLE 1 (QM) MAGNAPAGE
(MS this is the format for the heading) (SF1) (XY3.9,5) (CC41) (CFHB) (CP48) (CW60) LEAN & TRIM
(UF2) (EF) (MG this is the format for the body copy) (SF2) (XY3.9,7) (CC14) (CFHR) (CP10) (CL12) (PL2) (DL48) (XY30.9,7) (CC14) (EF) (MG this is the format for the bold running heads) (SF3) (SS) (CFHB) (CP12) (EL6) (RS) (EF) (MG this is the format for the pull text placed in the center of the two columns) (SF4) (XY19.9,29) (CC9) (WR50)
(EL3) (CFHB) (RC) (UF5) (EF) (MG this is the format for the footer) (SF6) (XY3.9,61) (CC41) (CFHB) (CP48) (CW60) MEATS

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We als[illegible] ecommend pouring off and discarding drippings [illegible] ter you brown meat. And when you cook a meaty s[illegible] or stew, al[illegible] time for it to cool in the refrigerator. Th[illegible] ay, you can remove the layer of excess fat [illegible]

SUBJECT Vertical justification and define column in a single page example. Many of the commands covered in the previous lecture are used here.

TOOLS Output Example (attached)

SCOPE This lab is an exercise in using vertical justification *outside* of a format, allowing the system to calculate proportional leading values.

INSTRUCTIONS

Based on the output example attached, create the back of this business reply card. Use the following parameters when coding this job:

Set the box at 35 picas wide, by 20 picas deep with a 1 point thick rule.

Set 'trial offer' in Bodini bold 42/0 with a set width of 46.

Set the rest of the text on the card in standard Helvetica 12/14 indented on both the left and right by 2 picas.

Add expanding vertical justification commands to balance the text on the card using one or more commands.

LAB TIME Total lab time is 20 minutes.

OUTPUT EXAMPLE 2

TRIAL OFFER

YES! Please send me a free issue of TUCSON Magazine. If, after receiving my first issue, I decide not to continue my subscription at 50% off the newsstand price (12 issues for $12), I'll simply write "cancel" on my bill and return it to TM with no obligation.

Name ______________________________
Address ____________________________
City ____________ State ____________ Zip ____________

Radar detectors: Who's telling the truth?

(and who's not)

These days every maker says their radar detector is best. Who's telling the truth?

It's like the movies

You've seen how movie ads use a short phrase from a review to "prove" the movie is "THE YEAR'S BEST!" Well, some radar detector makers play the same game.

But we don't play games. Below are the overall rankings, first to last, from the most recent independent tests. (If you'd like complete, unedited copies of the tests, just call toll free.)

LATEST PERFORMANCE RANKINGS

Car and Driver	*Roundel*	*Popular Mechanics*
April 1987	June 1987	July 1987
1st Passport	1st Passport	1st Escort
(Not tested)	2nd Escort	2nd Passport
Cobra	Whistler	BEL
BEL	Uniden	Fox
GUL	Sunkyond	Maxon
Whistler	BEL Vector	GUL
GUL	Sparkomatic	Maxon
Uniden	Radio Shack	Uniden
Sparkomatic	Snooper	Radio Shack
Fuzzbuster	Radio Shack	GUL
Fox	Sunkyong	Maxon
Radio Shack	Uniden	Fox
Maxon	BEL	Whistler

The experts were unanimous: Escort and Passport are clear winners.

For ten years we've been designing and building the world's best radar detectors and backing them with the best service. In fact, in 1987 *Car and Driver* called us "The leader of the radar detector industry." But don't take their word for it.

Try the best at no risk

You can try Escort or Passport at no risk. Just call us toll free. If you call by 3 PM eastern time we'll ship the same day, and UPS shipping is free. Overnight Federal Express delivery is only $10 extra.

If you're not completely satisfied within 30 days, return your purchase. We'll refund all your money, including your postage.

If you truly want the best, call us today.

TOLL FREE 1-800-543-1608
(Call Mon-Fri 8am-11pm, Sat-Sun 9:30am-6 EST)

ESCORT
RADAR WARNING RECEIVER

ESCORT $245 (OH res. add $13.48 tax)

PASSPORT
RADAR • RECEIVER

PASSPORT $295 (OH res. add $16.23 tax)

Cincinnati Microwave
Department 66448
One Microwave Plaza
Cincinnati, Ohio 45249-9502

```
(mg HORIZ & VERT RULE, LG BOX)(XY10,3)(CC27.6)(PM1)(DV1)(WR5)(ALT L)(ZL)(XY,49)(SV1,5)(ALT
L)(RM1)(XY11,5)(PM2)(BX27.6,45,15)(ALT C)
==========================================
(mg DRAWS BOX AT TOP INSIDE OF LG BOX)(RM2)(BX27.6,9.5,5)(ALT C)
==========================================
(mg SETS BOLD TEXT VERTICALLY JUSTIFIED IN 6.5 PICAS DEPTH)(XY11,14.6)(DC6.5)(VB)(FFHR)(ALT B)(CP20)(CL20)Radar
detectors:(ALT C)Who's telling the truth?(ALT C)(CP16)(and who's (US1)not(XU))(ALT C)(VB)(EC)
==========================================
(mg SETS COLUMN 1 TEXT)(XY12,21.6)(CC12)(CP16)(ALT B)T(KA6)(CP8)(CL9)(ALT S)hese days every maker (US1)says(XU) their
radar detector is best. Who's telling the truth?(ALT L)(ALT B)It's like the movies(ALT C)(EM)(EM)(ALT S)You've seen how movie ads
use a short phrase from a review to "prove" the movie is "THE YEAR'S BEST!" Well, some radar detector makers play the same
game.(ALT L)(EM)(EM)But we don't play games. Below are the (US1)overall(XU) rankings, first to last, from the most recent indepen-
dent tests. (If you'd like complete, (US1)unedited(XU) copies of the tests, just call toll free.)(ALT L)
==========================================
(mg SETS COLUMN 2 TEXT)(XY25,21.6)(EM)(EM)For ten years we've been designing and building the world's best radar detectors
and backing them with the best service. In fact, in 1987 (ALT I)Car and Driver(ALT S) called us "The leader of the radar detector
industry." But don't take their word for it.
(ALT B)Try the best (US1)at no risk(XU)(ALT C)(EM)(EM)(ALT S)You can try Escort or Passport at no risk. Just call us toll free. If you
call by 3 PM eastern time we'll ship the same day, and UPS shipping is free. Overnight Federal Express delivery is only $10
extra.(ALT L)(EM)(EM)If you're not completely satisfied within 30 days, return your purchase. We'll refund (US1)all(XU) your money,
including your postage.(ALT L)(EM)(EM)If you truly want the best, call us today.(ALT L)
==========================================
(mg SETS BOX WITH TABULAR MATERIAL)(XY12,33)(CC12)(PM3)(BX12,14,15)(ALT L)(RM3)(ALT B)(CP9)(CW6)(CL11)LATEST
PERFORMANCE RANKINGS(ALT C)(ZL)(EL2)(WR10)(ALT L)(ALT S)(CP8)(CW5)(CL9)(TDE2,1PR,1PR,1PR)(MA)(ALT I)(FD)Car and
Driver(ALT A)(ALT I)(FD)Roundel(ALT A)(FD)(ALT I)Popular Mechanics(ALT A)(MA)(CP5)April 1987(ALT A)(CP5)June 1987(ALT
A)(CP5)July 1987(ALT A)(RT5,2)(MA)(CP5)(ALT B)1(XC)st(XC) Passport(ALT A)(ALT B)(CP5)1(SC)st(XC) Passport(ALT A)(ALT
B)(CP5)1(SC)st (XC)Escort(ALT A)(MA)(CP5)(Not tested)(ALT A)(ALT B)2(SC)nd(XC) Escort(ALT A)(ALT B)2(SC)nd(XC) Pass-
port(ALT A)(MA)Cobra(ALT A)Whistler(ALT A)BEL(ALT A)(MA)BEL(ALT A)Uniden(ALT A)Fox(ALT A)(MA)GUL(ALT A)Sunkyond(ALT
A)Maxon(ALT A)(MA)Whistler(ALT A)BEL Vector(ALT A)GUL(ALT A)(MA)GUL(ALT A)Sparkomatic(ALT A)Maxon(ALT A)(MA)Uni-
den(ALT A)Radio Shack(ALT A)Uniden(ALT A)(MA)Sparkomatic(ALT A)Snooper(ALT A)Radio Shack(ALT A)(MA)Fuzzbuster(ALT
A)Radio Shack(ALT A)GUL(ALT A)(MA)Fox(ALT A)Sunkyong(ALT A)Maxon(ALT A)(MA)Radio Shack(ALT A)Uniden(ALT A)Fox(ALT
A)(MA)Maxon(ALT A)BEL(ALT A)Whistler(ALT A)(XT)(ALT L)
==========================================
(mg TEXT AT BOTTOM OF COLUMN 1)(XY12,47)(ALT S)(CP8)(CL9)(EM)(EM)The experts were unanimous: Escort and Passport
are clear winners.(ALT L)
==========================================
(mg SETS BOTTOM RIGHT BOX)(XY25,36)(CC12)(PM4)(BX12,13,5)(ALT C)(RM4)(DC13)(VB)(CP9)(CL6)TOLL FREE
1-800-543-1608(ALT C)(ALT S)(CP6)(Call Mon-Fri 8am-11pm, Sat-Sun 9:30am-6 EST)(ALT C)(CL1)(VB)(VB)(ALT L)(ALT
O)(CP24)ESCORT(ALT C)(EL7)(ALT I)(CP7)RADAR WARNING RECEIVER(ALT
C)(EM)(EM)(EM)(EM)(WR40)(EM)(EM)(EM)(EM)(ALT L)(VB)(ALT B)ESCORT $245(ALT T)(CP5)(ALT S)(OH res. add $13.48 tax)(ALT
C)(EL14)(CP18)(CW11)(ALT B)PASSPORT(ALT C)(EL6)(CP7)RADAR(ALT T)•(ALT T)RECEIVER(ALT
C)(EM)(EM)(EM)(EM)(WR50)(EM)(EM)(EM)(EM)(ALT L)(VB)(CP8)(ALT B)PASSPORT $295(ALT T)(CP5)(ALT S)(OH res. add $16.23
tax)(ALT C)(IT1)(VB)(CP8)(CL8)(ALT S)Cincinnati Microwave(ALT L)Department 66448(ALT L)One Microwave Plaza(ALT L)Cincinnati,
Ohio(ALT N)45249-9502(ALT L)(IT0)(VB)(EC)
```

SUBJECT Writing pagination formats which work together to create a magazine article. Rules and boxes, as well as chained, looped and nested formats are utilized in this exercise.

TOOLS MagnaPage Lab Exercise Diskette ***MAG-001, MAG-F***

3-page Output Example (attached)

SCOPE This lab is an exercise in writing pagination formats (***MAG-F***) to create three distinctly different magazine pages (***MAG-001***). Many of the commands in the previous lectures are utilized here. All of the text and some of the formats have been provided to save time, but the exercise serves as a thorough lesson in MagnaPage.

INSTRUCTIONS

Insert the MagnaPage Lab Exercise Diskette in the floppy drive and TRANSFER the job called ***MAG*** into Magna from the MPTRAIN subdirectory. The text has been provided for you so that you can begin writing formats. In the interest of lab time, some of the formats have also been provided. The F-Take (***MAG-F***), has been heavily commented (messaged) for your assistance. Please use the format numbers provided. The format calls have already been inserted within the text stream. The instructions below match the F-Take numbering scheme and messages for clarification. Write the formats based upon the following specs:

> ***Basic Parameters***—The overall line measure is 42 picas and the font family used is New Century Schoolbook. The body copy is set ragged right (with hyphenation allowed) 9/12 in standard face in 13 pica columns with 1 pica gutters (XY coordinates are provided below).
>
> ***Page 1***—<SF107><MS page 1 format for footer>Use a page header command to set the footer at an XY of 2 picas, 6 points horiz., 61 picas 6 points vertically, 7/9 with a set width of 14 in italic face.
>
> <SF100><MS format for page 1 head, box, and graphic>This format has been provided for you.
>
> <SF101><MS format for head>Set the head at an XY of 2 picas 6 points horizontally, at 40½ picas vertically on a 27 pica line measure. Set the head in 48/26 bold type centered.
>
> <SF102><MS format for subhead>Set the subhead ragged center (no hyphenation) in standard 14/16.
>
> <SF103><MS for page 1 byline>Extra lead 8 points and set the byline 14/16 standard centered.
>
> <SF105><MS drop cap>The drop cap format has been provided for you. This sets the position for column 1 and calls format 104.
>
> <SF104><MS page 1 format for body copy>Use the basic parameters stated above to set the body copy beginning column 2 at an XY of 18 picas horizontally and 49 vertically with a column depth of 11 picas with no widow and orphan control in effect. Set column 3 at an XY of 32 picas horizontally, 13 vertically with a depth of 47.

<SF106><MS format sidenote>Set the sidenote horizontally at 32 picas and vertically at 9 at a line measure of 7 picas in bold 7/9 ragged right.

Page 2—<SF207><MS page 2 format for footer>The footer format has been provided for you. Notice that all information for the footer is stored between the <PH> and <EH>. The page header resets XY coordinates and triggers the creation of separate jobs during the compose pass.

<SF200><MS format for page 2 head, rules>This format has been provided for you. It calls 201 for the pull text format information.

<SF201><MS format for pull text>Set the pull text at 2 picas, 6 points horizontally, and 8 picas, 6 points vertically on a 27 pica line measure, ragged center. Set the first character (I) in 60/62 bold, then switch to 18 point (same lead) in italics. The end of the format should call UF210 (stored in the text stream) followed by UF202 for the body copy.

<SF202><MS page 2 format for body copy>Set column 1 at 3 picas horizontally, 26 vertically ragged right in standard face 9/12 at a depth of 34 picas with no widow/orphan control. Set column 2 at 17 picas horizontally, same vertical position, same depth, etc. Set column 3 at 31 picas horizontally, 7 picas vertically at a depth of 53 picas with no widow/orphan control. Call format 208 for the page 3 footer!

Page 3—<SF208><MS page 3 format for footer>This footer format has been provided for you.

<SF209><MS format for page 3 head, rules>This header format has been provided for you. Notice that it calls UF211 for page 3 body copy.

<SF212><MS format for upper left box on page 3>The box is positioned 3 picas horizontally by 7 picas vertically centered over a 27 pica line measure with dimensions of 27 picas, by 18 picas, by 2 points thick.

<SF213><MS format for lower right box on page 3>This box is positioned 31 picas horizontally by 19 picas vertically centered over a 13 pica line measure with dimensions of 13 picas, by 41 picas, by 2 points thick.

<SF211><MS page 3 format for body copy>Set column 1 at an XY of 3 picas by 26 picas ragged right 9/12 at a depth of 34 picas with no widow/orphan control. Set column 2 beginning at 17 horizontally by 26 vertically also at a 34 pica depth with no widow/orphan control. Lastly, set column 3 at 31 picas horizontally and 7 vertically with a column depth of 52 (the text will run out before it finishes).

Note: Format 212 has already been called at the end of the text stream.

LAB TIME Total lab time is 1 hour and 15 minutes.

```
(SF107) (MS page 1 format for footer) (PH) (XY2.6,61.6) (CC42) (FFNCR) (ALT I) (CP7) (CW14) (CL9) TWA AMBASSADOR/
APRIL/21 (ALT R) (EH) (UF100) (EF)
================================================
(SF100) (MS format for page 1 head, box, and graphic) (XY2.6,2) (CC43) (EI0.2) (DV1) (WR20) (DV2) (ALT
C) (ZL) (EL4) (EL54) (FFNCR) (ALT B) (CP72) E (ALT S) (CP36) VENINGS (ALT C) (ZL) (EL4) (ALT T) (WR20) (ALT T) (ALT
C) (XY2.6,60) (WR20) (ALT L) (ZL) (SV1,20,20) (SV2,20,20) (ALT L) (XY4,9) (BX26.6,29.6,30) (ALT L) (EF)
================================================
(SF101) (MS format for head) (XY2.6,40.6) (CC27) (FFNCR) (ALT B) (CP48) (CL26) (ALT X) (ALT C) (UF102) (EF)
================================================
(SF102) (MS format for subhead) (XH) (RC) (FFNCR) (ALT S) (CP14) (CL16) (ALT X) (ALT C) (UF103) (EF)
================================================
(SF103) (MS for page 1 byline) (EL8) (FFNCR) (ALT S) (CP14) (CL16) (ALT X) (ALT C) (EF)
================================================
(SF104) (MS page 1 format for body copy) (XY18,49) (CC13) (FFNCR) (ALT
S) (CP9) (CL12) (RR) (DC11,1) (XY32,13) (CC13) (FFNCR) (ALT S) (CP9) (CL12) (RR) (DC47,1) (UF106) (EF)
================================================
(SF105) (MS drop cap & column 1, page 1) (XY4,51) (CC13) (FFNCR) (ALT B) (CP42) (CL12) (ALT X) (ALT U) (IX1) (ALT
L) (RV36) (ALT S) (AH) (CP9) (CL12) (RR) (DL3) (ALT P) (DC8,1) (UF104) (EF)
================================================
(SF106) (MS format sidenote) (XY32,9) (CC7) (CP7) (CL9) (ALT B) (RR) A vital nightlife has bloomed in this
sprawling city in the Sonoran Desert Valley. (ALT L) (UF207) (EF)
================================================
(SF207) (PH) (MS page 2 format for footer) (XY3,61.6) (CC42) (FFNCR) (ALT I) (CP7) (CW14) (CL9) TWA AMBASSADOR/
APRIL/23 (ALT R) (EH) (UF200) (EF)
================================================
(SF200) (MS format for page 2 head, rules) (XY3,1) (CC42) (WR20) (ALT C) (ZL) (EL8) (EL20) (FFNCR) (ALT
B) (CP30) E (CP14) (ALT S) VENINGS (ALT C) (ZL) (EL4) (WR20) (ALT C) (UF201) (EF)
================================================
(SF201) (MS format for pull text) (XY2.6,8.6) (CC27) (RC) (ALT B) (CP60) (CL62) I (ALT
I) (CP18) (UF210) (UF202) (EF)
================================================
(SF202) (MS page 2 format for body copy) (XY3,26) (CC13) (FFNCR) (RR) (ALT
S) (CP9) (CL12) (DC34,1) (XY17,26) (CC13) (FFNCR) (ALT
S) (CP9) (CL12) (DC34,1) (XY31,7) (CC13) (DC53,1) (FFNCR) (ALT S) (CP9) (CL12) (UF208) (EF)
================================================
(SF208) (PH) (MS page 3 format for footer) (XY3,61.6) (CC42) (FFNCR) (ALT I) (CP7) (CW14) (CL9) TWA AMBASSADOR/
APRIL/45 (ALT R) (EH) (UF209) (EF)
================================================
(SF209) (MS format for page 3 head, rules) (XY3,1) (CC42) (WR20) (ALT C) (ZL) (EL8) (EL20) (FFNCR) (ALT
B) (CP30) E (CP14) (ALT S) VENINGS (ALT C) (ZL) (EL4) (WR20) (ALT C) (UF211) (EF)
================================================
(SF212) (MS format for upper left box on page 3) (XY3,7) (CC27) (BX27,18,2) (ALT C) (UF213) (EF)
================================================
(SF213) (MS format for lower right box on page 3) (XY31,19) (CC13) (BX13,41,2) (ALT C) (EF)
================================================
(SF211) ([illegible] page 3 format for body copy) (XY3,26) (CC13) ([illegible]CR) (RR) (AH) (ALT
S) (CP9) [illegible]12) (DC34,1) (XY17,26) (CC13) (FFNCR) (ALT
```

SUBJECT Troubleshooting pagination formats for error code problems.

TOOLS MagnaPage Lab Exercise Diskette ***ERROR-01***

Output Example (attached)

SCOPE This lab gives students an opportunity to find errors in pagination formats written for a 1-page job. The job will not compose in its present condition and produces H&J errors.

INSTRUCTIONS

Insert the MagnaPage Lab Exercise Diskette in the floppy drive and TRANSFER the job called ***ERROR-1*** into Magna from the MPTRAIN subdirectory.

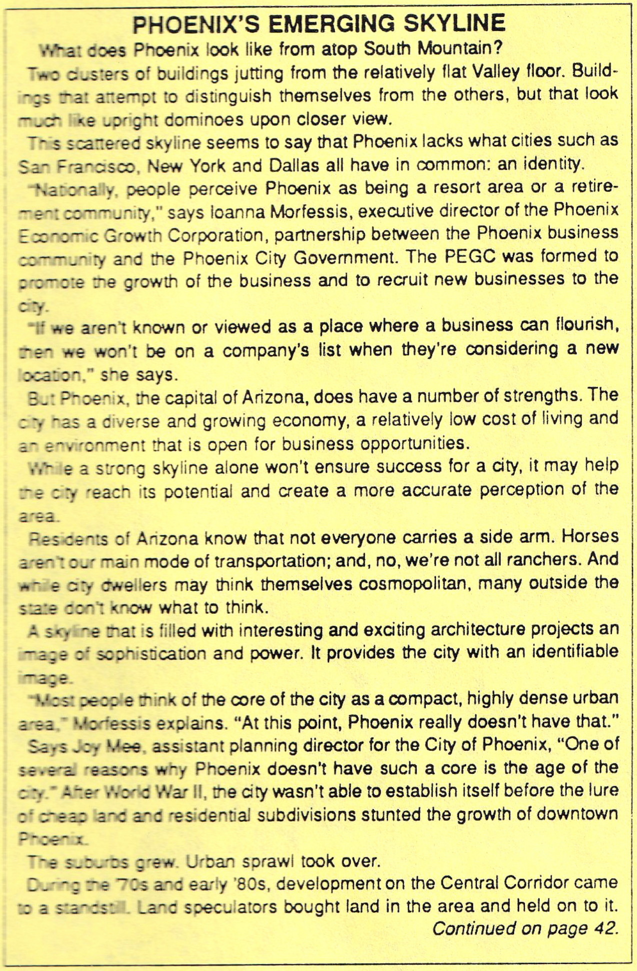
Call up the job in the H&J mode and note the errors.

Using the skills you have learned in this class so far, correct the format errors so that the job will H&J and compose without errors.

Use your preview (if you have the capability available).

LAB TIME About 30 minutes.

(1) INPUT TEXT



PHOENIX'S EMERGING SKYLINE

What does Phoenix look like from atop South Mountain?

Two clusters of buildings jutting from the relatively flat Valley floor. Buildings that attempt to distinguish themselves from the others, but that look much like upright dominoes upon closer view.

This scattered skyline seems to say that Phoenix lacks what cities such as San Francisco, New York and Dallas all have in common: an identity.

"Nationally, people perceive Phoenix as being a resort area or a retirement community," says Ioanna Morfessis, executive director of the Phoenix Economic Growth Corporation, partnership between the Phoenix business community and the Phoenix City Government. The PEGC was formed to promote the growth of the business and to recruit new businesses to the city.

"If we aren't known or viewed as a place where a business can flourish, then we won't be on a company's list when they're considering a new location," she says.

But Phoenix, the capital of Arizona, does have a number of strengths. The city has a diverse and growing economy, a relatively low cost of living and an environment that is open for business opportunities.

While a strong skyline alone won't ensure success for a city, it may help the city reach its potential and create a more accurate perception of the area.

Residents of Arizona know that not everyone carries a side arm. Horses aren't our main mode of transportation; and, no, we're not all ranchers. And while city dwellers may think themselves cosmopolitan, many outside the state don't know what to think.

A skyline that is filled with interesting and exciting architecture projects an image of sophistication and power. It provides the city with an identifiable image.

"Most people think of the core of the city as a compact, highly dense urban area," Morfessis explains. "At this point, Phoenix really doesn't have that."

Says Joy Mee, assistant planning director for the City of Phoenix, "One of several reasons why Phoenix doesn't have such a core is the age of the city." After World War II, the city wasn't able to establish itself before the lure of cheap land and residential subdivisions stunted the growth of downtown Phoenix.

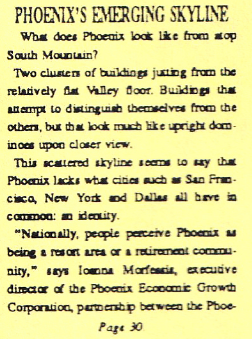
The suburbs grew. Urban sprawl took over.

During the '70s and early '80s, development on the Central Corridor came to a standstill. Land speculators bought land in the area and held on to it.

Continued on page 42.

(2) WRITE THE FORMATS

(3) PREVIEW THE TAKE



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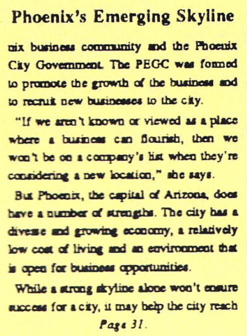
Page 30



Phoenix's Emerging Skyline

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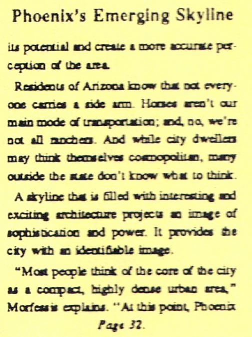
Page 31.



Phoenix's Emerging Skyline

its potential and create a more accurate perception of the area.

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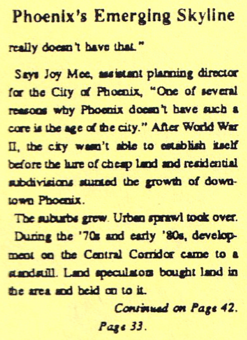
Page 32.



Phoenix's Emerging Skyline

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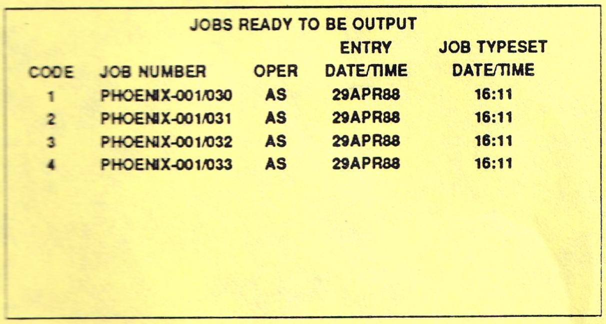
The suburbs grew. Urban sprawl took over.

During the '70s and early '80s, development on the Central Corridor came to a standstill. Land speculators bought land in the area and held on to it.

Continued on Page 42.

Page 33.

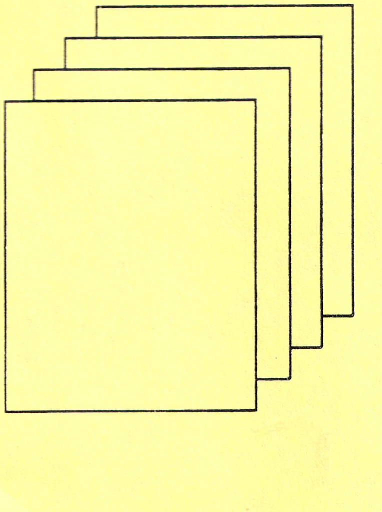
(4) COMPOSE



JOBS READY TO BE OUTPUT

CODE	JOB NUMBER	OPER	ENTRY DATE/TIME	JOB TYPESET DATE/TIME
1	PHOENIX-001/030	AS	29APR88	16:11
2	PHOENIX-001/031	AS	29APR88	16:11
3	PHOENIX-001/032	AS	29APR88	16:11
4	PHOENIX-001/033	AS	29APR88	16:11

(5) TYPESET



MAGNAPAGE END USER'S COURSE OUTLINE

Rev 1/05-28-88

PREREQUISITES

Before attending this class, users must have attended the four-day MagnaTypE End User's Course. Users should be familiar with writing chained, nested and looping formats. It is recommended that the MagnaPage Operator's Manual be read thoroughly *prior to class.*

OBJECTIVES

1. To provide users with a clear understanding of the MagnaPage product to enable full utilization of the product.
2. To ensure that users supplement their existing knowledge of MagnaType commands with MagnaPage command formats to simplify multipage projects.

COURSE CONTENT

Scope

The thrust of this outline is to present the MagnaPage material in a logical sequence to assist the trainer in teaching end users. The outline may be keptin existing MagnaType notebook binders for convenient access. The class encompasses a review of formats, an introduction to all MagnaPage (and related) commands, MagnaPage Defaults (value responses), how to deal with pagination errors, and works through examples. The pagination material presented in this course outline builds, starting with simple examples that increase in complexity as the course progresses.

Dates/Times

Users should plan to spend no less than two full days to cover all planned material. This course is based on a minimum of seven hours per day for a total of 14 hours including lectures, labs, and exams. Trainers should allow for at least that amount of time, although the beginning and ending hours of class may fluctuate due to customer work hours and schedules. Regular breaks (usually two per day in addition to a lunch period) should be offered for the comfort and continuing attention of students. Limit break times and stay on track to ensure that all subjects are covered.

Trainer's Tool Kit

In order to be as organized and efficient as possible in training end users, Magna provides each certified trainer with a Tool Kit. To provide professional training sessions and to assist trainers, several forms, letters, and a training outline are provided in the kit. The purpose, description, and use of each tool is described here.

1. MagnaPage Operator's Manual
2. MagnaPage Software
3. MagnaPage Lab Exercise Diskette
4. MagnaPage Example Diskette
5. Pretraining Form - Once the MagnaPage software installation has been completed, initial contact should be made with the end user. The dealer should inform trainers who the contact person is (the owner, system supervisor, etc.). Use the pretraining form to gather information about the customer site. This will make your job a lot easier when arriving at the site.
6. Confirmation Letter - with the Pretraining Form completed over the telephone, follow up with the Confirmation Letter to the customer contact person. This will give the customer an opportunity to rearrange work schedules for operators if necessary. It is the responsibility of the trainer to submit a copy of the Pretraining Form and the Confirmation Letter to Magna upon completion of customer training.
7. MagnaPage End User's Training Outline - This training outline serves as a guideline when teaching end users. Included within this course outline are suggested methods of teaching, breaks, lecture suggestions, labs and reviews.
8. A brief MagnaPage End User's Course Outline.
9. Student Evaluation Form - each trainer is required to fill out a Student Evaluation Form for each student upon completion of each training session. A copy may be kept at the dealer for future reference.
9. Training Course Evaluation - It is the responsibility of each trainer to get a completed evaluation form from each student before class is dismissed on the last day. In this manner, Magna can constantly improve the quality of training curriculum and

minimize follow up customer support activities. Provide envelopes for students to submit evaluations and explain that these go directly to Magna. They may tend to be more candid with their comments if the evaluations are handled this way. (Trainer submits to Magna.)

10. End User's Sign Off Sheet - All trainers must have the customer contact *complete and sign* the Sign Off Sheet. The customer should be made aware that customer support activities cannot commence until Magna receives this in Sherman Oaks. (Trainer submits to Magna.)
11. End User's Written Exam - This exam should be given to customers on the afternoon of the second day of class. The exam encompasses various aspects from each day's lesson.
12. Trainer Notepads - During the MagnaType Trainer's Certification Course, trainers were provided with Trainer Notepads which also included MagnaPage subjects and a place for notetaking. Use this notepad as a supplement when teaching MagnaPage.
13. End User Training Handouts - This is a sample of the end user's training packet which will be distributed to each student at the time of training. Details of the packet and suggested times to describe handouts are referenced throughout the MagnaPage End User's Course Outline.
14. Trainer's Overhead Slide Set which corresponds to End User Handouts. These may be used if an overhead projector is available at the customer site.

End User Training Handouts - Reference to each handout is made throughout the MagnaPage End User Course as to recommended usage. Handouts are organized in a supplemental MagnaPage folder and are catagorized by topic in the order in which they should be covered in class. Trainers should reference handouts when appropriate as indicated in the outline.

1. A brief End User's Course Outline - can be used by the trainer as an overhead slide and assist the users in referencing course content.
2. MagnaPage Software Updates (if applicable)

3. A Lab Exercise Diskette with corresponding instruction sheets
4. MagnaPage Example Diskette
5. Sign Off Sheet
6. Illustrations which correspond to trainer's slides
7. Supplemental MagnaPage Folder Cover to hold student handouts

NOTE: The MagnaPage Manual should be referenced throughout the End User's Course. Manuals should have already been distributed to customers during installation.

TRAINER PREPARATION

1. Follow up by telephone with users to verify class times/dates and to initially introduce yourself as the trainer. (Use the Pretraining form.)
2. Send the confirmation letter along with a brief course outline detailing class content.
3. Encourage users to have a 'working' floppy available which may be formatted in class and used to retain any examples.
4. Procure a sufficient amount of End User Training Handouts from the dealer *prior to class*, including one Lab Exercise Diskette per student.
5. Check to see if an overhead projector will be available on the scheduled class dates; if not, ask the customer about a chalk board, white board, or even a large writing pad.
6. Always have a verified current version of the MagnaPage Software available and your own copy of the Lab Exercise Diskette.
7. Check on user facilities as to hardware and software.
8. Make up name cards and name tags.

DAY 1

INTRODUCTION

Trainer Introduction - Begin by introducing yourself and describing any pertinent personal related background to typography, training, pagination, your experience with MagnaPage, etc.

User Introduction - Have each student introduce herself/himself including name, position, current work activities, pertinent training background, and what is hoped to be gained by attending the class.

Course Introduction - The instructor should take this opportunity to briefly describe the course content to be covered on each day. (*Use the MagnaPage End User's Brief Course Outline slide.*) The training approach should be covered, describing lectures, labs, reviews, exams, and assignment details. Questions on any related subjects should be encouraged, however, if too much sidetracking is allowed, lengthy discussions may become unproductive and there will not be time to cover the planned subject matter. This class is only two days. **Stay on track!**

Explain the hours of class and the scheduled breaks.

Distribute the End User Training Handouts and explain the contents of each piece and how it will be utilized during the class (*use MagnaPage End User's brief Course Outline overhead*).

Describe the lab exercises provided on the *MagnaPage End User's Lab Exercise Diskette.* The exercises found on the diskette cover the material of each previous lecture. Included within this course outline are notations marked ***'LAB EXERCISE', 'REVIEW', and 'EXAM'.*** These are meant as a cue to the trainer for appropriate times to break for these activities. A correlating instruction sheet accompanies each lab. Exercises have been designed to allow each student to either work alone (or in groups, depending upon hardware availability). Trainers should always be available to answer questions as required.

Before students begin each lab, make sure that everyone understands the purpose of the exercise, what the results should be, and how much class time has been allotted. Labs have been planned to take between 30 and 45 minutes. Review sessions should be spent discussing pagination applications and ideas on writing MagnaPage formats.

MagnaPage Example Diskette

This example disk can be a valuable resource to trainers when explaining coding to end users. It is extremely important to explain a recommended installation procedure for this disk *as examples will not run without proper preparation.* It is recommended that before loading exercise examples that the job files be exported to a subdirectory on the hard disk. Initl the job area and reenter Magna. Exercise files can then be transferred into Magna with either the transfer utility or with move [4 Display Subdirectories]. Semi-colon cross-references and local pi calls need to be set up or jobs will produce an error when an h&j is performed. Dollar signs and pi calls should match each satellite (or file server) set up. (Refer to the MagnaPage Operator's Manual for preparation details.)

NOTE: This diskette should be used heavily throughout this course and trainers should be encouraged to have users supplement their training with these examples. Overhead slides are provided for both the instructor and trainer (with corresponding handouts for users) to "walk through" coding throughout the class.

Illustrations describing pagination concepts and page layouts are provided as handouts as well as overhead slides. The intent of each illustration is to visually aid both the instructor and the trainer in various aspects of the system. These can also be used as quick reference guides for later verification of facts.

Tour of MagnaPage Operator's Manual - Ensure familiarity by walking through each section, describing where to find information. Users should be asked to refer to various parts of the manual during the two-day course.

MAGNAPAGE SOFTWARE

Program Diskette

The Program Diskette contains the following files: xcomp.exe, initl.exe, config.sys, ansi.sys. The MagnaPage software contains all of the MagnaType composition program as well.

Installing The Software

For existing MagnaType customers, installation is no more than copying *xcomp.exe* over the current file on the hard disk. For new customers, installation is the same as a typical MagnaType installation. Before installing the software, select a student to copy the software using the DOS *copy* command. During this exercise, each student (class size permitting) should participate in this *initial trainer-supervised* lab exercise. Software should be loaded with the assumption that it is an existing installation.

Program Disk

cd	*magna*
copy	*a: xcomp.exe* to the magna subdirectory ("x" is the letter relating to the composition module.)

Reset the PC	*Ctrl/Alt/Delete*
cd	*magna* to access the Magna directory
Type	*xcomp*

INTRODUCTION TO MAGNAPAGE

Terminology (*Refer to Terminology handouts.*)

H&J Considerations

Previewing a MagnaPage job

Composing a MagnaPage job

Laying out a page (*Use Page Layout handouts to explain.*)

Appendix A of the MagnaPage Operator's Manual has several good examples of multipage jobs. Five examples are provided as overheads with accompanying coding. The trainer should walk through the examples, providing an overview of capabilities of the program. *Use end user handouts or overhead slides to show examples of the program.*

MAGNAPAGE DEFAULTS - VALUE RESPONSES

Explain each field and suggested values. Users should understand the relationship of these field to codes and that they take precedence over this menu.

Vertical Band Value	
Maximum Expansion Factor (%)	200
Maximum Contraction Factor (%)	50
Maximum Amount of Leading	
Added Between Lines (p/f)	*0.0*
Subtracted Between Lines (p/f)	*0.0*

Number of Lines to Hold With Heading	2
Standard Depth of Text	*54.00*

TERMINOLOGY

Refer to Illustration 2, Terminology

PAGINATION
CHAPTER/FILE/TAKE
PAGE VS COLUMN
RUNNING HEADER
RUNNING FOOTER
BODY TEXT
VERTICAL BAND
CARDING/FEATHERING
INTERLINE ADJUSTMENT
BASIC LEADING UNITS
RETRIEVAL
WIDOW/ORPHAN
LAST LINE CONTROL
EXPANSION/CONTRACTION FACTORS
PARAGRAPH LEAD
COUNTERS
FORMAT STACK
TEXT FORMAT
PAGING FORMAT/MASTER FORMAT
CROP MARKS/CUT MARKS

FORMAT REVIEW RELATIONSHIP TO MAGNAPAGE

The MagnaPage is a format-intensive program. Therefore, many of the formatting commands used in MagnaType work together with MagnaPage pagination codes. Formats are a quick, shorthand method of setting type. The benefit to users of the Magna system is that they can set up a format and use it in many different jobs without having to rewrite commands. *Refer to illustrations entitled 'FORMATS - CROSS REFERENCES, STYLE SHEETS' and 'A ROADMAP TO FORMATS - STORAGE & USE'* detailing how to create, store, and use formats. Various MagnaPage formats can be applied to the same text to create several different layouts.

Use the MagnaPage example slides to explain how formats work with pagination layouts. The examples can be very powerful if the "coding only" slide is presented and explained, followed by the actual output example.

<SF>	store format
<EF>	end format
<UF>	use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SG>	store global
<UG>	use global
<GS>	get style sheet
<DL>	delay lines
<DM>	delay measure
<XY>	horizontal/vertical position

Merging
Looping
Nesting (what is 6 level)
Chaining (control formats)

Concepts of

<SS>	store status
<RS>	retrieve status

These are important when writing MagnaPage formats.

LAB EXERCISE

Lab Exercise 1 is a format review.

REVIEW

MAGNAPAGE SPECIFIC AND RELATED CODES

Beginning , Defining and Ending Columns

<DC>	define-column
<EC>	end columnization

<XY>	horizontal/vertical placement

Deciding about break points

<BC>	break column
<CB>	conditional break column

Setting up Headers/Footers

<EH>	end header
<HD>	heading
<PF>	page footer
<PH>	page header
<BN>	begin number

Vertical Adjustments

<LA>	line adjustment
<PL>	paragraph extra leading
<VA>	vertical adjustment
<VB>	variable extra leading
<EP>	end paragraph (although not usually thought of as a pagination command, its use is important in the text stream and in writing some formats).

INTRICACIES OF THE "DC" COMMAND

The amount of text that will actually be set when the *DC* command is used depends upon two other parameters.

x	*1* means do not hyphenate last line of text in col.
m	*0 or none* = 2-line widow/orphan in effect
	1 no widow/orphan control
	2 end at "end paragraphs" or <EP> only
	3 VJ only determined by BC
	4 if columns overflow, display warning
	5 same as **4** but compose aborts

INTRICACIES OF VERTICAL ADJUSTMENTS

Discuss interparagraph adjustment as opposed to interline adjustments. Describe how parameters of DC interrelate with vertical adjustment commands and end paragraph codes.

USING MAGNAPAGE WITHOUT A FORMAT

Although MagnaPage is a format-intensive program, many of the pagination type commands can be used outside of a format.

1-page example of an ad using vertical justification to center text elements (refer to coded handout) should be *talked through* to illustrate VB's and DC.

LAB EXERCISE

Lab Exercise 2 is the creation of the back of a business reply card with various text elements vertically justified within a given depth.

REVIEW

DAY 2

BUILDING PAGINATION FORMATS

Use the coding of Lab Exercise 3 (overhead slide/handout) to describe how a three-page magazine article would be created. Ensure a thorough understanding of how the formats work together.

LAB EXERCISE

Lab Exercise 3 uses the text on floppy and the format-building skills of the students to put together the magazine article.

REVIEW

WORKING THROUGH ERRORS

Examples of errors can be found on the lab exercise diskette (refer also to Chapter 4 of the manual 'Error Messages'). Several example pagination jobs are included in the lab that will follow this lecture. It

is the task of each student to resolve the errors by either adjusting the format, or adding or deleting codes within the text stream. It is important to understand the fixes for errors which abort processing of a pagination run. Describe each error which could be encountered and suggest methods of working through the errors.

See also Display Log for job #, page #, and error.

- *No End Head*
- *Head/Foot Position*
- *<DC Not In Nest>*
- *Illegal Merge*
- *Column Error-Justified*
- *Column Error-Unjustified*
- *Column Position Error*
- *Vertical Range Error*
- *Text Depth Error Unjustified*

USING CROP MARKS

Several MagnaPage examples have been provided as slides. Describe the use of crops in page header commands.

DEFINING RULES IN PAGE LAYOUTS

Use illustration to describe how to incorporate rule commands with formats to create multipage layouts.

LAB EXERCISE

Lab Exercise 4 provides students with a troubleshooting session. A pagination job is transferred from floppy with errors requiring solutions.

REVIEW

EXAM

TRAINER EVALUATION

MAGNAPAGE END USER'S BRIEF COURSE OUTLINE

05-02-88

DAY 1

INTRODUCTION

Trainer Introduction

User Introduction

Course Introduction

Cover the User's Brief Course Outline handout

Explain the hours of class and the scheduled breaks

Distribute the End User Training Handouts

Lab Exercise Diskette

Describe the Lab Exercises

MagnaPage Exercise Diskette

Refer to handout Illustrations

Tour of MagnaPage Operator's Manual

MAGNAPAGE SOFTWARE

Program Diskette Contents

Installing The Software

Program Disk

cd	*magna*
copy	*a: xcomp.exe* to the magna subdirectory ("x" is the letter relating to the composition module)

Reset the PC	*Ctrl/Alt/Delete*
cd	*magna* to access the Magna directory
Type	*xcomp*

INTRODUCTION TO MAGNAPAGE

Use Illustration 1, Introduction.

Refer to Illustration 2, Terminology.

H&J Considerations

Previewing a MagnaPage job

Composing a MagnaPage job

Laying out a page *Use Illustration 3, Page Layout to explain.*

Cover the five examples in Appendix A of the MagnaPage Operator's Manual.

MAGNAPAGE DEFAULTS - VALUE RESPONSES

Explain each field and suggested values.

Explain the relationship of these fields to codes.

Vertical Band Value	
Maximum Expansion Factor (%)	***200***
Maximum Contraction Factor (%)	***50***
Maximum Amount of Leading	
Added Between Lines (p/f)	***0.0***
Subtracted Between Lines (p/f)	***0.0***
Number of Lines to Hold With Heading	***2***
Standard Depth of Text	***54.00***

TERMINOLOGY

Refer to Illustration 2, Terminology

PAGINATION
CHAPTER/FILE/TAKE
PAGE VS COLUMN
RUNNING HEADER
RUNNING FOOTER
BODY TEXT
VERTICAL BAND
CARDING/FEATHERING
INTERLINE ADJUSTMENT
BASIC LEADING UNITS
RETRIEVAL
WIDOW/ORPHAN
LAST LINE CONTROL
EXPANSION/CONTRACTION FACTORS
PARAGRAPH LEAD
COUNTERS

FORMAT STACK
TEXT FORMAT
PAGING FORMAT/MASTER FORMAT
CROP MARKS/CUT MARKS

FORMAT REVIEW RELATIONSHIP TO MAGNAPAGE

Explain that MagnaPage is format-intensive.

Use illustrations 9 and 10, Formats - Cross References, Style Sheets and A Roadmap To Formats - Storage & Use.

Use the MagnaPage example slides to explain how formats work with pagination layouts.

Explain the coding slides, followed by actual output examples (results).

<SF>	store format
<EF>	end format
<UF>	use format
<MC>	merge copy (alt x)
<RF>	reuse format
<SG>	store global
<UG>	use global
<GS>	get style sheet
<DL>	delay lines
<DM>	delay measure
<XY>	horizontal/vertical position

Merging
Looping
Nesting (what is 6 level)
Chaining (control formats)

Concepts of

<SS>	save status
<RS>	restore status

These are important when writing MagnaPage formats.

LAB EXERCISE

Lab Exercise 1 is a review of formats.

REVIEW

MAGNAPAGE SPECIFIC AND RELATED CODES

Use Illustration 3, Page Layout/Correlating Command Codes.

Beginning, Defining and Ending Columns

<DC>	define column
<EC>	end columnization
<XY>	horizontal/vertical placement

Deciding about break points

<BC>	break column
<CB>	conditional break column

Setting up Headers/Footers

<EH>	end header
<HD>	heading
<PF>	page footer
<PH>	page header
<BN>	begin number

Vertical Adjustments

<LA>	line adjustment
<PL>	paragraph extra leading
<VA>	vertical adjustment
<VB>	variable extra leading
<EP>	end paragraph

INTRICACIES OF THE "DC" COMMAND

The amount of text that will actually be set when the ***DC*** command is used depends upon two other parameters.

x	***1*** means do not hyphenate last line of text in col.
m	***0 or none*** = 2-line widow/orphan in effect
	1 no widow/orphan control

2 end at "end paragraphs" or <EP> only

3 VJ only determined by BC

4 if columns overflow, display warning

5 same as **4** but compose aborts

INTRICACIES OF VERTICAL ADJUSTMENTS

Discuss interparagraph adjustment versus interline adjustments.

Describe how parameters of DC interrelate with vertical adjustment commands and end paragraph codes.

USING MAGNAPAGE WITHOUT A FORMAT

Although MagnaPage is a format-intensive program, many of the pagination type commands can be used outside of a format.

1-page example of an ad using vertical justification to center text elements (refer to coded handout) should be *talked through* to illustrate VB's and DC.

LAB EXERCISE

Lab Exercise 2 is the creation of the back of a business reply card with various text elements vertically justified within a given depth.

REVIEW

DAY 2

BUILDING PAGINATION FORMATS

LAB EXERCISE

Lab Exercise 3 creates pagination formats for a 3-page magazine article.

REVIEW

WORKING THROUGH ERRORS

Use examples of errors found on the lab exercise diskette.

Have students refer to Chapter 4 of the manual 'Error Messages').

Have students resolve errors by either adjusting the format, or adding or deleting codes within the text stream.

Describe each error which could be encountered and suggest methods of working through the errors.

Refer students to the Display Log for job #, page #, and error.

No End Head

Head/Foot Position

<DC> Not In Nest

Illegal Merge Copy

Column Error-Justified

Column Error-Injustified

Column Position Error

Vertical Range Error

Text Depth Error Unjustified

USING CROP MARKS

Use MagnaPage examples have been provided as slides.

Describe the use of crops in page header commands.

DEFINING RULES IN PAGE LAYOUTS

Use illustration to describe how to incorporate rule commands with formats to create multipage layouts.

LAB EXERCISE

Lab Exercise 4 provides a pagination job on floppy with errors. Students are instructed to find the coding solutions.

REVIEW

EXAM

TRAINER EVALUATION

SUBJECT Review of format writing, use of XY, merging, and retrieval formats.

TOOLS MagnaPage Lab Exercise Diskette ***FORMAT-001***

Output Example (attached)

SCOPE This lab is an exercise in format writing to review skills learned in MagnaType training or from practical experience. As shown on the output example (attached), a two-column cookbook article is the subject which includes a retrieval text element, body copy formats, a main head format, a footer format, and running head formats.

INSTRUCTIONS

Insert the MagnaPage Lab Exercise Diskette in the floppy drive and TRANSFER the job/take called ***FORMAT-001*** into Magna from the MPTRAIN subdirectory. The text has been provided for you so that you can begin writing formats. Write the formats and insert the codes per the following specs below:

Set the header ***LEAN AND TRIM*** in Helvetica Bold in 48 point type with a set width of 60 on a 41 pica line measure. Set the XY for 3 picas 9 points horizontal, 5 picas vertically.

Set the column 1 body copy at an XY of 3 picas 9 points horizontally, 7 vertically in Helvetica Standard 10/12 with a paragraph lead total of 12.

Both body copy columns are set on a 14 pica line measure.

Set column 2 after a delay of 48 lines. The second column begins at an XY of 30 picas, 9 points, also at 7 picas vertically.

You will also need a format for the running heads which are set 12/12 with an extra lead of 6 points before each head. (Don't forget to save the status and restore the parameter status before and after each running head.)

Write a format to pull the text placed between the messages marked ***begin format*** and ***end format*** within the text stream. The pull text should be placed in the center of the two columns at an XY of 19 picas, 9 points and 29 picas vertically. The line measure is set at 9 picas. A 5 point thick rule precedes the text, followed by 3 points of lead. The copy in the center column is set ragged center in Helvetica Bold.

Finally, set the footer at the same horizontal position as the header 61 picas down from the top in 48 point Helvetica Bold with a set width of 60.

Save the job and then bring it up in H&J and preview it (if you have the capability on your PC). Check it against the output.

LAB TIME Total lab time is 1 hour.

LEAN & TRIM

Meat, one of nature's best sources of complete protein and iron, is also one of the good cook's best sources of inspiration for delicious dishes of all kinds. Beef, lamb, and pork appear in every kind of preparation, from easy grills to elegant sautés to tantalizing ethnic dishes.

Variety and moderation, two hallmarks of light cuisine, are especially applicable when you're thinking about meat. Eating meat and eating light can be perfectly compatible: what's essential is to select leaner cuts, prepare them in varied ways, and serve them up in moderate portions.

Versatile meat. As you'll see from the recipes in this chapter, there's no shortage of ways to cook meat to juicy perfection. From the grill, we feature a variety of receipes—from simple Pounded Lamb Chops with Rosemary (page 96) to Fajitas (page 87), a lively offering from Mexico that combines marinated flank steak and onions with a spirited salsa for an unusual burrito. From the oven comes a simple favorite—Oven-barbecued Beef Burgers (page 89), a flavorful and lean ground beef dish. And from the fying pan or wok, we offer sautés and stir-fries, from stylish Veal Sauté with Peas (page 95) to succulent stir-fried Mongolian Lamb with Spring Onions (page 97).

Go for the lean. Selecting meats for light cooking means looking for the leaner cuts. When you shop for beef, choose round rather than loin cuts. Boneless top round (it's in our Beef & Vegetable Sauté on the facing page) chalks up 894 calories per pound, as compared with 1725 for the same amount of boneless club steak.

Whether it's spicy with hot seasonings or aromatic with herbs and wine, meat makes a satisfying main dish that's packed with good, healthy protein. And if you buy it lean, cook it to perfection, and serve it in moderate portions, you'll find that eating meat can be part of eating light.

Whether it's spicy with hot seasonings or aromatic with herbs and wine, meat makes a satisfying main dish that's packed with good, healthy protein. And if you buy it lean, cook it to perfection, and serve it in moderate portions, you'll find that eating meat can be part of eating light.

Similarly, pork cuts can vary greatly in fat content. Bone-in loin chops, like those in lively Grilled Gingered Pork Chops (page 98), have 1065 calories per pound, versus an average of 1200 calories for chops from the fattier shoulder.

Lamb from the leg (we've called for it in Mongolian Lamb with Spring Onions on page 97) adds up to 845 calories per pound; in contrast rib lamb chops have 1229 calories.

Ground meats often contain more fat than you may want. Of course, some fat is desirable because it keeps the meat from drying out as it cooks. But as with other cuts of meat, it's smart to look for the leaner mixtures.

About the leanest ground beef you can find is 18 percent fat. Generally, ground lamb, veal, and pork are not marked with their fat content. You may be able to get the information at your meat counter, or you can buy a cut you know is lean, then trim and grind it at home.

Trimming and skimming. To lighten the calorie load of the meat you buy, carefully trim the fat from the meat before you cook it. Cut off any remaining fat as you eat. The calorie totals for our receipes reflect the composition of typical cuts of meat as usually trimmed for sale; if you cut away fat conscientiously, you can lower these amounts.

We also recommend pouring off and discarding drippings after you brown meat. And when you cook a meaty soup or stew, allow time for it to cool in the refrigerator. This way, you can remove the layer of excess fat on the surface before reheating.

MEATS

SUBJECT Vertical justification and define column in a single page example. Many of the commands covered in the previous lecture are used here.

TOOLS Output Example (attached)

SCOPE This lab is an exercise in using vertical justification *outside* of a format, allowing the system to calculate proportional leading values.

INSTRUCTIONS

Based on the output example attached, create the back of this business reply card. Use the following parameters when coding this job:

Set the box at 35 picas wide, by 20 picas deep with a 1 point thick rule.

Set `trial offer' in Bodini bold 42/0 with a set width of 46.

Set the rest of the text on the card in standard Helvetica 12/14 indented on both the left and right by 2 picas.

Add expanding vertical justification commands to balance the text on the card using one or more commands.

LAB TIME Total lab time is 20 minutes.

TRIAL OFFER

YES! Please send me a free issue of TUCSON Magazine. If, after receiving my first issue, I decide not to continue my subscription at 50% off the newsstand price (12 issues for $12), I'll simply write "cancel" on my bill and return it to TM with no obligation.

Name ____
Address ______________________________________
City ______________ State ______________ Zip ______________

Radar detectors: Who's telling the truth?

(and who's not)

These days every maker says their radar detector is best. Who's telling the truth?

It's like the movies

You've seen how movie ads use a short phrase from a review to "prove" the movie is "THE YEAR'S BEST!" Well, some radar detector makers play the same game.

But we don't play games. Below are the overall rankings, first to last, from the most recent independent tests. (If you'd like complete, unedited copies of the tests, just call toll free.)

LATEST PERFORMANCE RANKINGS

Car and Driver April 1987	*Roundel* June 1987	*Popular Mechanics* July 1987
1st Passport	1st Passport	1st Escort
(Not tested)	2nd Escort	2nd Passport
Cobra	Whistler	BEL
BEL	Uniden	Fox
GUL	Sunkyond	Maxon
Whistler	BEL Vector	GUL
GUL	Sparkomatic	Maxon
Uniden	Radio Shack	Uniden
Sparkomatic	Snooper	Radio Shack
Fuzzbuster	Radio Shack	GUL
Fox	Sunkyong	Maxon
Radio Shack	Uniden	Fox
Maxon	BEL	Whistler

The experts were unanimous: Escort and Passport are clear winners.

For ten years we've been designing and building the world's best radar detectors and backing them with the best service. In fact, in 1987 *Car and Driver* called us "The leader of the radar detector industry." But don't take their word for it.

Try the best at no risk

You can try Escort or Passport at no risk. Just call us toll free. If you call by 3 PM eastern time we'll ship the same day, and UPS shipping is free. Overnight Federal Express delivery is only $10 extra.

If you're not completely satisfied within 30 days, return your purchase. We'll refund all your money, including your postage.

If you truly want the best, call us today.

TOLL FREE 1-800-543-1608
(Call Mon-Fri 8am-11pm, Sat-Sun 9:30am-6 EST)

ESCORT
RADAR WARNING RECEIVER

ESCORT $245 (OH res. add $13.48 tax)

PASSPORT
RADAR • RECEIVER

PASSPORT $295 (OH res. add $16.23 tax)

Cincinnati Microwave
Department 66448
One Microwave Plaza
Cincinnati, Ohio 45249-9502

SUBJECT Writing pagination formats which work together to create a magazine article. Rules and boxes, as well as chained, looped and nested formats are utilized in this exercise.

TOOLS MagnaPage Lab Exercise Diskette ***MAG-001, MAG-F***

3-page Output Example (attached)

SCOPE This lab is an exercise in writing pagination formats (***MAG-F***) to create three distinctly different magazine pages (***MAG-001***). Many of the commands in the previous lectures are utilized here. All of the text and some of the formats have been provided to save time, but the exercise serves as a thorough lesson in MagnaPage.

INSTRUCTIONS

Insert the MagnaPage Lab Exercise Diskette in the floppy drive and TRANSFER the job called ***MAG*** into Magna from the MPTRAIN subdirectory. The text has been provided for you so that you can begin writing formats. In the interest of lab time, some of the formats have also been provided. The F-Take (***MAG-F***), has been heavily commented (messaged) for your assistance. Please use the format numbers provided. The format calls have already been inserted within the text stream. The instructions below match the F-Take numbering scheme and messages for clarification. Write the formats based upon the following specs:

Basic Parameters—The overall line measure is 42 picas and the font family used is New Century Schoolbook. The body copy is set ragged right (with hyphenation allowed) 9/12 in standard face in 13 pica columns with 1 pica gutters (XY coordinates are provided below).

Page 1—<SF107><MS page 1 format for footer>Use a page header command to set the footer at an XY of 2 picas, 6 points horiz., 61 picas 6 points vertically, 7/9 with a set width of 14 in italic face.

<SF100><MS format for page 1 head, box, and graphic>This format has been provided for you.

<SF101><MS format for head>Set the head at an XY of 2 picas 6 points horizontally, at 40½ picas vertically on a 27 pica line measure. Set the head in 48/26 bold type centered.

<SF102><MS format for subhead>Set the subhead ragged center (no hyphenation) in standard 14/16.

<SF103><MS for page 1 byline>Extra lead 8 points and set the byline 14/16 standard centered.

<SF105><MS drop cap>The drop cap format has been provided for you. This sets the position for column 1 and calls format 104.

<SF104><MS page 1 format for body copy>Use the basic parameters stated above to set the body copy beginning column 2 at an XY of 18 picas horizontally and 49 vertically with a column depth of 11 picas with no widow and orphan control in effect. Set column 3 at an XY of 32 picas horizontally, 13 vertically with a depth of 47.

<SF106><MS format sidenote>Set the sidenote horizontally at 32 picas and vertically at 9 at a line measure of 7 picas in bold 7/9 ragged right.

Page 2—<SF207><MS page 2 format for footer>The footer format has been provided for you. Notice that all information for the footer is stored between the <PH> and <EH>. The page header resets XY coordinates and triggers the creation of separate jobs during the compose pass.

<SF200><MS format for page 2 head, rules>This format has been provided for you. It calls 201 for the pull text format information.

<SF201><MS format for pull text>Set the pull text at 2 picas, 6 points horizontally, and 8 picas, 6 points vertically on a 27 pica line measure, ragged center. Set the first character (I) in 60/62 bold, then switch to 18 point (same lead) in italics. The end of the format should call UF210 (stored in the text stream) followed by UF202 for the body copy.

<SF202><MS page 2 format for body copy>Set column 1 at 3 picas horizontally, 26 vertically ragged right in standard face 9/12 at a depth of 34 picas with no widow/orphan control. Set column 2 at 17 picas horizontally, same vertical position, same depth, etc. Set column 3 at 31 picas horizontally, 7 picas vertically at a depth of 53 picas with no widow/orphan control. Call format 208 for the page 3 footer!

Page 3—<SF208><MS page 3 format for footer>This footer format has been provided for you.

<SF209><MS format for page 3 head, rules>This header format has been provided for you. Notice that it calls UF211 for page 3 body copy.

<SF212><MS format for upper left box on page 3>The box is positioned 3 picas horizontally by 7 picas vertically centered over a 27 pica line measure with dimensions of 27 picas, by 18 picas, by 2 points thick.

<SF213><MS format for lower right box on page 3>This box is positioned 31 picas horizontally by 19 picas vertically centered over a 13 pica line measure with dimensions of 13 picas, by 41 picas, by 2 points thick.

<SF211><MS page 3 format for body copy>Set column 1 at an XY of 3 picas by 26 picas ragged right 9/12 at a depth of 34 picas with no widow/orphan control. Set column 2 beginning at 17 horizontally by 26 vertically also at a 34 pica depth with no widow/orphan control. Lastly, set column 3 at 31 picas horizontally and 7 vertically with a column depth of 52 (the text will run out before it finishes).

Note: Format 212 has already been called at the end of the text stream.

LAB TIME Total lab time is 1 hour and 15 minutes.

EVENINGS

PHOENIX

A BURGEONING POPULATION HAS BROUGHT ABOUT A CULINARY AND CULTURAL EXPLOSION.

By Mary Alice Kellogg

A vital nightlife has bloomed in this sprawling city in the Sonoran Desert Valley.

Phoenix is the fastest-growing city in the United States, and for good reason. It's located in a sunny, verdant valley in the Sonoran Desert, surrounded by mountains that set the stage for spectacular sunsets. The sun, which shines more than 300 days a year, is one of the prime catalysts for a vigorous local economy. In the 1950's Phoenix was 17 miles square; today metropolitan Phoenix and the 18 cities that comprise the Valley of the Sun cover more than 400 square miles. An estimated 100,000 new residents pour into the area each year, and while such rapid growth has caused the predictable traffic congestion, it has also resulted in a culinary and cultural explosion of which natives and newcomers alike are justifiably proud.

Phoenix has come of age in a relatively short period of time, but it hasn't forgotton its past. Southwestern architecture is everywhere, and Indian cultural influences are obvious. The city boasts some of the best steak houses and Mexican restaurants in the country, and is home to more five-star resorts than any other American city. Its elegant French and nouvelle-southwestern restaurants are also making their mark on the national food scene.

April is a perfect month to be in Phoenix. It's spring, which in the desert means abundant wildflowers bursting into color everywhere. Call the Desert Botanical Garden wildflower hotline (941-1239) for the best places to view the blooms. For Old West flavor, drop in at the Scottsdale Community College All-Indian Days Pow-Wow at the beginning of the month. A different kind of classical dance will be offered April 7-9 at the Gammage Center for the performing Arts (the last major work designed by Frank Lloyd Wright), when the Phoenix Symphony and Ballet Arizona present *A Midsummer Night's Dream*; on April 22 the celebrated Les Ballets Trockadero de Mone Carlo will be in town, staging classical ballets in ways their original choreographers never intended.

The rise in the number of world-class restaurants certifies Phoenix's arrival in the culinary big leagues. There is no better example of this than Le Relais (8711 E. Pinnacle Peak Rd., Scottsdale), where young owner-chef Christopher Gross is setting Phoenix on its ear with his mastery of the classical French

In the Valley of the Sun the choices for a grand evening are as limitless as the sparkling desert sky.

repertoire, while at the same time coming up with innovative creations that have garnered him national attention. Using the best ingredients from around the world (the fish is flown in fresh daily from France, the foie gras from Washington State), Gross has created a jewel of a restaurant, crammed with more than $3 million worth of European antiques. A first-rate staff headed by Lyon native Francis Comte provides the kind of service you would expect in the best Parisian restaurants, and the view of the desert's twinkling lights can't be beat.

There's a friendly rivalry between Chef Gross and Chef Vincent Guerithault of Vincent's on Camelback (3930 E. Camelback). Vincent's is a bustling establishment where the owner-chef blends tradional French cuisine with elements of native southwestern cooking. Try the duck tamale with green Anaheim chiles or quail with jícama to properly sample Vincent's true nouvelle-southwestern menu.

For a total change of atmosphere, Ed Debevic's (2102 E. Highland Ave.) is a 1950's-style diner featuring gum-snapping waiters and waitresses who show off their hula-hoop skills while waiting to pick up orders. That Ed's bustles is beyond question—it was recently named one of the noisiest restaurants in the U.S. by a national newspaper—but the blue-plate-special food and jolly company, backed up by fifties music that creates instant, giddy nostalgia, make it a place to let your hair down with friends old or new.

It wouldn't be Phoenix without steak, and diners can choose from a number of fine steak houses according to their mood. Regardless of which restaurant you pick, the steaks served in the Valley of the Sun are the best you'll find anywhere. Ruth's Chris Steakhouse (2201 E. Camelback Rd.) is in the heart of the financial district. In the two years since its opening, the restaurant has quickly established a reputation as a place where you can indulge in celebrity-watching while savoring great steaks in an understated, contemporary atmosphere.

If you want to throw on your jeans, try Lone Star Steaks (6003 N. 16th St.). No tablecloths here, just the best steaks, lumpy mashed potatoes with gravy, and Texas-sized desserts in town. It's a loud, friendly place with an impressive jukebox that works overtime, a place where people in pinstripe suits as well as those in tractor caps gather for some serious eating. If that's not western enough for you, try a Phoenix standby: Pinnacle Peak Patio (10426 E. Jomax Rd., Scottsdale). In the foothills of the McDowell Mountains, this giant-sized restaurant is the ultimate cowboy experience. Huge mesquite-broiled steaks and bowls of beans are served in an Old West setting. If you insist on wearing a tie, be forewarned: the waitress will cut it off, attach your business card to it, and staple it to the already tie-crammed wall or ceiling. There's country music and western-style dancing after dinner, too.

Fine Mexican food is abundant throughout the Valley of the Sun. Aunt Chilada's at The Pointe at Squaw Peak (7330 N. Dreamy Draw Dr.) is housed in a century-old former general store and features a lengthy menu with just about every Mexican specialty known to man. Don't let the name throw you—it's serious cooking, in a lovely mountain setting on the edge of the Squaw Peak range. If you're in Tempe, there's an Aunt Chilada's at The Point at South Mountain (2021 W. Baseline Rd.). Fajitas (9841 N. Black Canyon Hwy.) specializes in the traditional fare created by southwestern cowboys. Shredded beef, chicken, or pork is seasoned, broiled over mesquite, and served with fresh flour tortillas, onions, guacamole, and sour cream. And La Piñata (3333 N. 19th Ave.) features basic Sonoron-style cooking in a casual atmosphere.

Phoenix is one city where resort food can be worth a try, even if you're not staying there. Top of the Rock (at Westcourt in the Buttes, Tempe) boasts mesquite-grilled southwestern cuisine and a 230-degree panoramic view of the city lights. The Palm Court (Scottsdale Conference Resort, 7700 E. McCormick Pkwy.) serves up elegant

Russian and German cuisine in a palm-filled room. And for a before-dinner drink in elegant surroundings, visit Remington's (7200 N. Scottsdale Rd., Sheraton Scottsdale Resort), where Ike Cole (Nat "King" Cole's brother) plays old favorites in the most sophisticated intimate bar in town.

But there's more to Phoenix entertainment than fine dining. The Gammage Center, on the campus of Arizona State University in Tempe, presents major stage productions and concerts. Another local cultural complex, the Scottsdale Center for the Arts (7383 Scottsdale Mall), has film festivals, art exhibitions, and indoor and outdoor concerts ranging from chamber music to jazz. The Phoenix Art Museum (Second St. and Adams) has evening hours to accommodate art lovers in town on business. Next door to the museum is the Phoenix Little Theatre, which presents a full schedule of stage shows. The Arizona Theatre Company stages productions at various locations around the city.

Serious jazz buffs can dial the Jazz in AZ hotline (254-4545) to find out what's happening locally. The outdoor Mesa Amphitheatre (University and Center Sts., Mesa) books major rock acts for those who like their music with more of an edge. The local laugh outpost is Seekers Comedy Club Nightclub (4519 N. Scottsdale Rd., Scottsdale), where local and nationally known comedians ply their trade.

Sports fans in the Valley of the Sun have been buzzing with anticipation ever since the NFL's St. Louis Cardinals announced their intention to play home games at Arizona State University's Sun Devil Stadium starting next season. The football team will become the area's second major-league franchise, joining the basketball Phoenix Suns, who call Veterans Memorial Coliseum home. In additional, a handfull of major-league baseball teams operate spring training camps in the area and play a schedule of Cactus League games.

Phoenix goes to bed early—all the better to get up in time to watch the striking desert sunrises, play a morning round of golf on one of the 115 courses within the city limits, or ride a horse through miles of peaceful in-town trails. But night owls can dance most of the night away at Toolies Country (4231 W. Thomas Rd.), a large, raucous western-theme nightclub, listen to good jazz at Timothy's Pub & Grill (6335 N. 16th St.), or dance to fifties and sixties tunes at Studebaker's (705 S. Rural Rd., Tempe).

In the Valley of the Sun the choices for a grand evening are as limitless as the sparkling desert sky, and flavored by a genuine southwestern spirit and hospitality that remains in one's memory long after a new sun has risen. ❖

SUBJECT Troubleshooting pagination formats for error code problems.

TOOLS MagnaPage Lab Exercise Diskette ***ERROR-01***

Output Example (attached)

SCOPE This lab gives students an opportunity to find errors in pagination formats written for a 1-page job. The job will not compose in its present condition and produces H&J errors.

INSTRUCTIONS

Insert the MagnaPage Lab Exercise Diskette in the floppy drive and TRANSFER the job called ***ERROR-1*** into Magna from the MPTRAIN subdirectory.

Call up the job in the H&J mode and note the errors.

Using the skills you have learned in this class so far, correct the format errors so that the job will H&J and compose without errors.

Use your preview (if you have the capability available).

LAB TIME About 30 minutes.

OUTPUT EXAMPLE 4

MAGNAPAGE END USER'S

MAGNAPAGE

(1) INPUT TEXT

PHOENIX'S EMERGING SKYLINE

What does Phoenix look like from atop South Mountain?

Two clusters of buildings jutting from the relatively flat Valley floor. Buildings that attempt to distinguish themselves from the others, but that look much like upright dominoes upon closer view.

This scattered skyline seems to say that Phoenix lacks what cities such as San Francisco, New York and Dallas all have in common: an identity.

"Nationally, people perceive Phoenix as being a resort area or a retirement community," says Ioanna Morfessis, executive director of the Phoenix Economic Growth Corporation, partnership between the Phoenix business community and the Phoenix City Government. The PEGC was formed to promote the growth of the business and to recruit new businesses to the city.

"If we aren't known or viewed as a place where a business can flourish, then we won't be on a company's list when they're considering a new location," she says.

But Phoenix, the capital of Arizona, does have a number of strengths. The city has a diverse and growing economy, a relatively low cost of living and an environment that is open for business opportunities.

While a strong skyline alone won't ensure success for a city, it may help the city reach its potential and create a more accurate perception of the area.

Residents of Arizona know that not everyone carries a side arm. Horses aren't our main mode of transportation; and, no, we're not all ranchers. And while city dwellers may think themselves cosmopolitan, many outside the state don't know what to think.

A skyline that is filled with interesting and exciting architecture projects an image of sophistication and power. It provides the city with an identifiable image.

"Most people think of the core of the city as a compact, highly dense urban area," Morfessis explains. "At this point, Phoenix really doesn't have that."

Says Joy Mee, assistant planning director for the City of Phoenix, "One of several reasons why Phoenix doesn't have such a core is the age of the city." After World War II, the city wasn't able to establish itself before the lure of cheap land and residential subdivisions stunted the growth of downtown Phoenix.

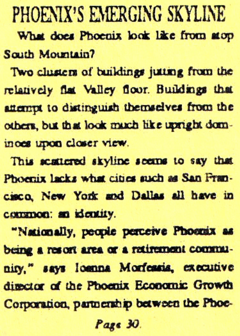
The suburbs grew. Urban sprawl took over.

During the '70s and early '80s, development on the Central Corridor came to a standstill. Land speculators bought land in the area and held on to it.

Continued on page 42.

(2) WRITE THE FORMATS

(3) PREVIEW THE TAKE



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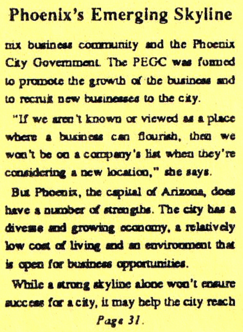

Phoenix's Emerging Skyline

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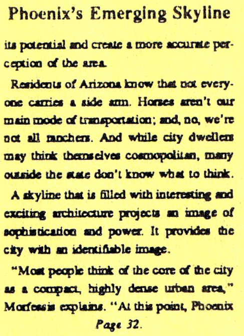

Phoenix's Emerging Skyline

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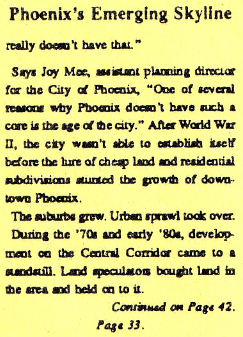

Phoenix's Emerging Skyline

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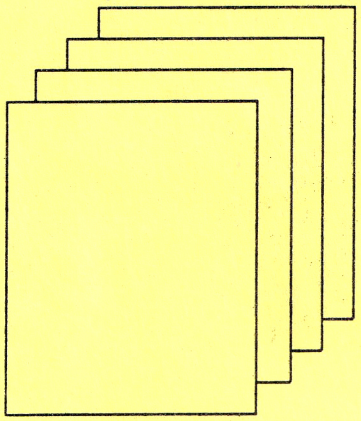
(5) TYPESET



(4) COMPOSE

```
                    JOBS READY TO BE OUTPUT
                                            ENTRY        JOB TYPESET
CODE    JOB NUMBER         OPER          DATE/TIME        DATE/TIME
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  2     PHOENIX-001/031     AS            29APR88           16:11
  3     PHOENIX-001/032     AS            29APR88           16:11
  4     PHOENIX-001/033     AS            29APR88           16:11
```